

Exit Process Guidelines - India

Dear Mindtree Mind,

To enable a smooth separation, here are a few guidelines that you must follow and make note of the SPOC names at different Mindtree locations:

Location	Contact Person Details
Bangalore (MTW)	Nikhitha J / Deepika C V - People Shared Services, 5 th Floor, Phase 2, Mindtree West Campus (MTW)
Bangalore (MTE)	Nikhitha J / Deepika C V
Hyderabad	Saritha Baidya / Anusha Pinnamasetti - PF Bay
Pune	Tanmayi Lonkar - PF Bay
Chennai	Leonce A J - Enabling Functions Bay
Bhubaneswar	Swapna Patnaik - PF Bay

- Kindly ensure your resignation is approved by your Reporting Manager at least one month prior to your last working day. Also, ensure the clearances from your end are completed by returning all the company assets to the concerned departments.
- In People Hub, visit the Exit –Management page <https://corpapps.mindtree.com/ems/unauthorized.aspx> to take the Exit Interview and to view your clearances. (Without taking the Exit Interview, you will not be able to view your clearance). Please note that your clearance page will be initiated 7 days prior to last working day once your Biz PF has approved the resignation.

Unapplied Leave / NIO

- Any unapplied leaves / NIO must be applied and approved before the LWD, which would otherwise result in no-pay. If not applied, the no-pay cannot be reversed under any circumstances after the LWD. It will get processed along with full and final settlement (FFS).
- **Please note – System will not allow you to apply leaves / NIO on the LWD.**

ID card

- Please ensure that your ID card is returned to the Admin department / Security control room at your respective locations before 2:00 p.m. on your LWD, so that your clearance is completed on time.
- You will be issued a temporary access card for the day, which must be returned to the Admin at the end of the day. It is mandatory to maintain minimum working hours on the LWD. The temporary access card issued on returning of ID card will be linked to the attendance.
- Please note that your ID card will get deactivated and physical access to Mindtree premises will be blocked at the closing hours on your last working day.

Laptop

- Return your laptop to the CIS team in your respective location. If there are any sub-contractors reporting to you, please ensure the assets tagged to you (used by the sub-cons) are tracked, as you will be held responsible for all the assets tagged under you. You can check your list of allocated assets at https://corpapps.mindtree.com/personaldata/Allocated_Assets.aspx.
 - In case, anything is amiss, please contact CIS immediately and set it right before your LWD, failing which your CIS clearance will be on hold.
 - Please note that your system access and email account will get deactivated at the closing hours on your last working day.

Amex Card

- Please ensure that your Amex Card along with Zero Balance Statement is returned to the Expense team at MTW Phase 2, 5th floor. If you are from other Mindtree locations, please return to the respective SPOC at your location.

Clear all your dues on Amex card if any, at least a week before your LWD. Please note that it takes 2-3 working days after you send the transaction details, for the team to provide clearances.

Finance dues and Car lease:

- To know the details about your finance dues, kindly contact Global Contact Centre (GCC) at 12345 from any extension and choose option 3 to reach the PSS team. For people dialing from outside Mindtree, please dial +91 44408 12345/ 44667 12345 / 44337 12345.
- Finance dues can be settled by issuing a demand draft favoring “Mindtree Ltd.’ payable at Bangalore or via online transfer, details of which are given below:

Bank Name	ICICI Bank
Account Name	Mindtree Limited
Account Type	Current
Account No	000205000859
IFSC No	ICIC0000002
Branch Name	MG Road

- Transaction confirmation details should be sent to Finance.Clearance@mindtree.com mentioning your MID and against what that the payment was made. It takes 2-3 working days after you send the transaction details for the Finance clearance in Exit Management System (EMS).
- Finance dues can be related to your Salary advance/emergency medical fund/medical insurance/professional certification/Joining bonus etc.
- Car Lease – If you are using the company leased car, the car lease should be closed and the copy of the transfer of car (acknowledgement from RTO) must be submitted to the Payroll team before your LWD



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in Mindtree. It is recommended to initiate the process at least 45 days prior to your LWD to complete the entire process smoothly.

- Your Full and Final Settlement (FFS) and the relieving letter will be processed only if the dues are completely settled.

Medical Insurance:

Parental premium insurance dues must be paid before the LWD. Please contact Narendrakumar M P (M9007574) for any queries related to Medical Insurance.

Portability of Medical Insurance Policy:

Mindtree Minds who have completed a tenure of 4 years at Mindtree have the option to port their insurance plan to a “retail insurance plan”. The advantage is that the 4-year wait-listing for pre-existing ailments will be waived-off.

If you wish to port your insurance plan, please contact Narendrakumar M P at Narendrakumar.Mp@mindtree.com **AT LEAST 15 DAYS PRIOR TO YOUR LAST WORKING DAY**. The features of the same can be read in the link <https://peoplehub.mindtree.com/sites/Policies/CandB/Pages/4-Year-Medical-Insurance-Portability-Policy-.aspx>

SpotOn:

- Please redeem the SpotOn points earned by you (if any) before your LWD, failing which you will not be able to redeem the points after your exit.

(Path – People Hub > Org > SpotOn > My Awards History > click the catalogue banner to redeem)

Shift Allowance:

- If you have any shift allowance or PLB (Project Linked Bonus), please ensure it is approved on or before your LWD by your manager, failing which it will not be processed with the FFS.

Final Settlement Process:

- Your salary for the previous month will be on hold and will be processed through Full and Final Settlement process (for instance, if your LWD is before 15th June, salary for the month of May will be held and paid as Full and Final Settlement along with June working days’ salary).
- You will receive the Resignation Acceptance letter at 5:30 p.m. on your LWD, subject to all the clearances being completed. The letter will, however, reach your personal mail box as and when all the clearances are done even later than your LWD.
- Relieving-cum-Service Certificate will be sent to you along with the Final Settlement in 20 working days after your clearances are done.

- Final Settlement pay slip along with Final IT sheet will be sent to your personal email ID, which is updated in the clearance form. This document can also be used as a final settlement document.
- Form 16 will be sent to your personal email ID once it is generated for the financial year.

Please reach out to Global Contact Center at +91 44408 12345 / 44667 12345 / 44337 12345 for any final settlement related queries.

Income Tax Proof Submission:

- Income Tax Proof should be submitted to Payroll Team at least 7 days prior to your LWD if you want to avail tax benefit for your investments.
- Please note that Income Tax will be considered based on actual proof submission while calculating the Full and Final settlement.
- Proof Submission Guidelines:
 - The IT Form must be filled with the investment details and signed by you. The form is available with the Payroll team.
 - Original rent receipt must be submitted for HRA exemption, if you are claiming the HRA benefit and you must submit the receipt till the date of your LWD.
 - Interest / Principal Certificate from Bank must be submitted for Loss from House Property Deduction (Sec 24). The certificate must be for the period in Mindtree in the current FY and will not be accepted for the entire financial year.
 - Section 80C Investment (LIC, PPF, Mutual Fund, NSC, Medical Insurance Premium, etc.) certificate copy must be submitted and this is only for the actual amount paid in this FY.
 - FEP Reimbursement claim must be submitted to the Payroll team at least 7 days prior to your LWD at Mindtree.
 - Any claims dropped in the drop-box will not be processed in the Full and Final Settlement.

Provident Fund:

Withdrawal of Provident Fund is not feasible if you are joining another company. The PF amount will be transferred to your new employer upon linking the existing UAN number with your new account.

- If you are moving out of the country or not planning to join any other company, then submit online withdrawal request only after 60 days from the date of leaving Mindtree (under Unified portal >>online services>>F-31/F-10C & 19 withdrawal).
- First, check your KYC before applying online. Your Aadhaar should be in verified state under Manage → KYC. Check the bank account and IFSC code in KYC, as your settlement will be done only to the bank details furnished under KYC. PAN is required only for members who withdraw their PF amount accumulated below 5 years and the amount 50,000 and above. Such cases should submit self-attested PAN copy and F-15G to RPFC, RR Nagar, SRO, Mysore Road, BLR-98 before applying for online settlement.
- For PF transfers – as mentioned above, you must link your UAN to the new account. If your KYC is updated, PAN, Bank & Aadhaar details are verified, then auto-transfer will occur within 2 months from the date of linking the account. If transfers do not reflect in the new statement, then under online

services → one employee one account → fill up the details and submit to have the old PF transferred to the new account.

- For any query related to PF withdrawals / Transfers / Corrections in Provident Fund records contact Mr. Baskaran B / Mrs. Suma T A at 080-67067135 or Extn. 67135 or email to epf@mindtree.com.
- Mindtree is an un-exempted establishment and PF is maintained under RPFC, SRO, RR Nagar, Bangalore – 560098.
- Address of PF office – Employees Provident Fund organization, 570, Raja Rajeshwari Regency, near R.R. Temple, 26th cross, Ideal Home Co-operative Layout, Mysore Road, Bangalore – 560098.
Email: sro.mysoreroad@epfindia.gov.in Contact number: 080 – 2860 3108

Gratuity:

If you have completed 4 years and 6 months (i.e. 1650 days) in Mindtree, you will be eligible for gratuity. Please note that the days spent onsite will also be considered for the total number of days of service in Mindtree for the purpose of computing gratuity.

Gratuity will be computed using the below formula:

Gratuity = Last Drawn Basic X 15 / 26 X number of years of service at Mindtree.

Kindly note that if you are eligible for gratuity, it will be processed within 30 days from your LWD. If the clearance is completed on the LWD, then the amount will be deposited into your salary account (subject to your account being active at that time) else, we will issue a cheque in favor of the Mindtree Mind's name.

If you are eligible for gratuity, ensure that you fill Form I and send the scanned copy to the Finance SPOC (Varalakshmi.Karveti@mindtree.com). The form is available in the resignation accepted email, which gets triggered once the Biz PF approves the resignation.

Regards,
EMS team