

## Exit Process Guidelines - India

Dear Mindtree Mind,

To enable a smooth separation, here are a few guidelines that you need to go through in detail and make note of SPOC names at different Mindtree locations:

Location	Contact Person Details
Bangalore (MTW)	Deepika C V / Ramya R / Shanti Uday - People Shared Services, 5th Floor, Phase 2, Mindtree West Campus (MTW)
Bangalore (MTE)	Rameswari Pradhan
Hyderabad	Harithalakshmi Devi Marothi / Anusha Pinnamasetti - PF Bay
Pune	Tanmayi Lonkar- PF Bay
Chennai	Larwyn Roberts- 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 departments concerned. Kindly do not follow up with any team for clearance prior to your Last Working Day.
- In Peoplehub, visit Exit Management page <https://corpapps.mindtree.com/ems/unauthorized.aspx> to take the “Exit Interview” and to view your clearances. (Without taking Exit Interview you will not be able to View your Clearance). Please note that your clearance page will get initiated once your BIZ PF has approved the resignation.

### ID card

- Please ensure that your ID card is returned to the Admin department/Security control room @ your respective locations, before 2PM on your Last Working Day so that your clearance is completed on time.
- You will be issued a temporary access card for the day, which needs to be returned to the Admin at the end of the day. It is mandatory to maintain minimum working hours on Last Working Day. The temporary access card issued on returning of ID card will be linked to attendance.

### Unapplied leave/NIO

- Any unapplied leaves/NIO have to be applied and approved before the Last Working Day which would otherwise result in no-pay. If not applied, the no-pay cannot be reversed under any circumstance after the Last Working Day. It will get processed along with full and final settlement (FFS).

- **Please note - System will not allow you to apply leaves/NIO on the Last Working Day.**

### Laptop

- Return your Laptop to CIS team in your respective locations. 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 in the below link.
  - [https://corpapps.mindtree.com/personaldata/Allocated\\_Assets.aspx](https://corpapps.mindtree.com/personaldata/Allocated_Assets.aspx)
  - In case, anything is amiss, please contact CIS immediately and set it right before your last working day else your CIS clearance will be on hold.

### Amex card

- Please ensure that your Amex Card along with Zero Balance Statement is returned to the Expense team– @ MTW Phase 2, 5<sup>th</sup> Floor. If you are from other Mindtree locations, please return to the respective SPOC at your location
- Clear all your dues with Finance if any, at least a week before your last working day. Please note that, it takes 2-3 working days after you send the transaction details, for finance team to provide clearances.

### FFS

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

- 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 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:

<b>Bank Name</b>	<b>ICICI Bank</b>
<b>Account Name</b>	<b>Mindtree Limited</b>
<b>Account Type</b>	<b>Current</b>
<b>Account No</b>	<b>205000859</b>
<b>IFSC No</b>	<b>ICIC0000002</b>
<b>Branch Name</b>	<b>MG Road</b>

- Transaction confirmation details should be sent to [Finance.Clearance@mindtree.com](mailto: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)

### Medical Insurance:

Parental premium insurance dues to be paid before the last working day. Please contact Chandrashekar MP (M9007576) 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 Chandrashekar MP @ [Chandrashekar.Mp@mindtree.com](mailto:Chandrashekar.Mp@mindtree.com)

### Spot On:

- Please redeem the SpotOn points earned by you (if any) before your last working day, failing which you will not be able to claim this post your exit.

(Path- Peoplehub > Org > SpotOn > My awards history > Click on 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 Last Working Day by your manager. Failing which will not be processed with FFS.
- 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) should be submitted to payroll Team before your last working day in Mindtree. Suggest you to initiate the process at least 45 days prior to your last working day to complete the entire process smoothly.
- You will get the Resignation Acceptance letter at 5:30pm on your Last Working Day, subject to all the clearances getting 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. Full and Final Settlement would be on HOLD if any of the Clearances are pending.

### Final Settlement process:

- Loans & Advance: You need to repay any outstanding loans/advances taken from Mindtree, by issuing a demand draft favoring of ‘Mindtree Ltd’ payable at Bangalore.
- Your salary for the previous month will be on hold and will be processed through Full and Final Settlement process (for instance if your last date is before 15th of Jun, salary for the month of May will be held and paid as Full and Final Settlement along with Jun working days salary).

- Final Settlement Pay slip along with Final IT Sheet will be sent to your personal email id, which is updated in the clearance form. And this document also can be used as a final settlement document. Your Relieving cum Service certificate will also be sent to your personal email id soon after your final settlement is done.
- Form 16 will be sent to your personal email ID by 15th of May.
- 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 atleast 7 days prior to your last working day incase you want to avail tax benefit for your investments.
- Please note that Income tax will be considered based on actual proof submission while calculating Full and Final settlement.
- Proof Submission Guidelines:
  - The IT Form should be filled with the investment details and signed by you. The form is available in Payroll Team.
  - Original rent receipt should be submitted for HRA Exemption, if you are claiming the HRA benefit and you need to submit the receipt till the date of your last working day.
  - Interest/Principal Certificate from Bank should be submitted for loss from House property Deduction (Sec 24), the certificate should be for the period in Mindtree in this FY and will not be accepted for the entire financial year.
  - Sec80C Investment (LIC, PPF, Mutual Fund, NSC, Medical Insurance Premium etc.) certificate copy should be submitted, and this is only for the actual amount paid in this FY.
  - FEP Reimbursement claim should be submitted to payroll Team atleast 7 days prior to your last working day at Mindtree.
  - If any claims dropped in drop box will not be processed in Full and Final Settlement.

### Provident Fund:

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

- Incase 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.
- You should check your KYC first before applying online. Your PAN, Aadhaar should be in verified state under Manage >> KYC. Check the Bank account and IFSC code as your settlement will be done only to the bank details furnished under KYC

- For PF transfers – as mentioned above, you should get the UAN linked to new account. If your KYC is updated – PAN, Bank & Aadhaar details is verified, then auto transfer will take place 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 get the old PF transferred to new account.
- For any query related to PF withdrawals / Transfers / Corrections in Provident Fund records contact Mr.Baskaran B / Mrs. Suma T A at 080-23469369 / 080-45155052 Extn : 55052 or send email to [mindtree@hrmcindia.com](mailto:mindtree@hrmcindia.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.  
E-mail: [sro.mysoreroad@epfindia.gov.in](mailto:sro.mysoreroad@epfindia.gov.in) , contact number: 080-28603108

### Gratuity:

If you have completed 4 years and 6 months 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 \* 15 / 26 \* No years of Service.

Kindly note that, if you are eligible for Gratuity, it will be processed within 30 days from your last working day. 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 Mindtree Mind's Name.

If you are eligible for Gratuity, request you to fill Form I and drop it into Gratuity drop box/submit to respective local finance team. The form would be available in the resignation accepted email which will be triggered once the Biz PF approves the resignation.

Regards,  
EMS team