

Exit Process Initiated for 533173 Pradip Bagchi and Last Working Date is 14-AUG-2025

Dear Pradip Bagchi,

We appreciate and thank you for your services at CBA Service Private Limited. We have received your exit information i.e. Pradip Bagchi(533173) and Last Working Date is 14-AUG-2025., request you to complete the below mentioned activities 5 days before exit.

Key Actions:

- To initiate full and final settlement process, Please fill the Leave Encashment and Gratuity exemption received from all your previous organizations in enclosed Leave Encashment and Gratuity Exemption declaration form, this information is required to process tax exemption calculation in CBA. {The details of your previous organisations Leave encashment & Gratuity exemption will be available in your final settlement tax computation sheet provided by your previous organisations. Kindly refer Deduction Under Section 10 & 17 for leave encashment & Gratuity exempted amount}
- Ensure to download your payslip, Tax computation, Form 16 etc from myPay Portal (ADP ESS Portal) for future reference before last working date.
- Historical Payslips, Tax Computation and Form 16 (Prior to 1 April 2023) will be available in HGS ESS Portal
- Apply leaves which are availed on or before your last working day in Workday.
- Check if you have received any one-time earnings like Joining Bonus, Relocation Reimbursement, and Retention Bonus, WFH Allowance etc, which has claw back policy to recover such one-time payment within one year of your service. If yes, please clear the outstanding balance on or before your last working day. Below is the CBA Bank account details to clear such dues before your last working day.
 - Account Number: 50200058710049
 - Account Name: CBA Services Private Limited
 - IFSC Code: HDFC0000041
 - Account type: Current A/C
- Please submit your FBP/Investment Proofs to myPay Portal on or before your last working day or the 15th of the month (whichever is earlier).
- Please submit all your medical insurance related claims at least two weeks before your last working day and provide all the clarifications required by the Insurer.
- In case of any background verification requirement from your future employer, the request should be sent to CBAIndia_HRD@cba.com.au with the relieving letter. SLA will be 5 working days for the team to close the request.
- Please ensure to update your personal email ID, permanent address and contact number in Workday to share the relieving letter.

- Final Settlement documents including payslip, tax computation, Form 16 will be available via myPay Portal post your exit. You will have access to myPay Portal for 540 days from your last working day.
- Leaves (Annual Leave & Sick Leave) will be prorated till your last working day, in case if you have availed annual and sick leave which are more than the prorated leave days. In that case, the excess leave taken by you will be recovered from your Full and Final Settlement.
- Kindly ensure to upload the completed documents of NDA & Leave Encashment Exemption in the Exit Management Portal before your last working day. To log in to the [Exit Management Portal](#) use your LAN ID as user name and domain password.

Note: You are requested not to forward or use any of the company information in present or future, information may be CBA confidential or Intellectual Property (but not limited to) invention, discovery, trade secret, secret process, know- how, concept, idea, information, process, data or formula, presentation, training material etc.,) to outside CBA network. Failure to adhere may result in strict action by company.

Please reach out to the concerned department for any queries.

Auto Generated Email. ***** IMPORTANT MESSAGE

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We can be contacted through our web site: commbank.com.au. If you no longer wish to receive commercial electronic messages from us, please reply to this e-mail by typing Opt Out in the subject line.
