



## Separations Guidebook

### Post-Exit Processes:

#### 1. Asset Submission:

Please note the office address and the respective POC's name (Niranjan Kumar) & contact number mentioned in the body of the NDA mail. You can courier the assets to this address or walk directly into our Bangalore office and submit.

- If you visit our office for direct asset handover, please touch base with any of these POCs- Arunkumar H M, Niranjan Kumar, Naveen Kumar C and Pavithra RT.
- If you courier the assets, kindly drop a mail with the courier details once the assets are shipped out.
- The courier charges will not be reimbursed as per company's policy.
- Please take pictures of the assets before packing and shipping, to ensure the condition of your assets prior to shipping is proper.
- In case of damage in the assets, the IT team will drop an email on the details whether the damage cost will be recovered from your full & final settlement or not.
- Kindly note that the ID Card must be submitted back in proper condition. In the event of a missing ID card, 500 INR will be deducted from your full & final settlement.

#### 2. Relieving Letter:

The Relieving Letter will be shared to your personal email ID within 7 working days from your LWD. This will be initiated only post your submission of company assets, signed NDA and the Leave encashment declaration form.

Kindly note that the assets need to reach us 7 working days starting from your LWD to prevent delays in the FNF settlement.

#### 3. Full & Final Settlement:

FNF settlement will happen in 2 batches for the exiting employee of a month.

- For all the exits with the LWD between 1st and 15th of the current month, the FNF will be paid out on the last working day of the same month.
- For all the exits with the LWD between 16th and 30th/31st of the current month, the FNF will be paid out between 10<sup>th</sup> & 15<sup>th</sup> of the following month.

Please note that your full & final settlement will be aligned with the above date provided the signed NDA and assets are received by us within their stipulated timelines.

Your full and final settlement will comprise of the following components:

- Salary of the exited month (till the LWD)
- Maximum encashment of up to 45 Earned Leaves based on your basic salary (opening balance + prorated earned leaves based on your LWD). For EL encashment, Calendar year from Jan to Dec is considered

#### 4. Experience Letter:

The Experience Letter will be shared to your personal email ID by the separations POC during the time of your full & final settlement credit.

**5. Alumni Link:**

The Alumni link is available in the 'Thank You' mailer that was sent on your LWD. You can log on to it by referring to the PDF attached in the mail on the navigation steps. The link will remain active for lifetime.

The following can be viewed/accessed from the Alumni link.

- All pay slips from April 2025
- FNF pay slip (payslip of the exited month)

Please drop a mail to [separations@mathco.com](mailto:separations@mathco.com) along with the screenshot, in case of errors.

**6. PF Related Support:**

Please write to [separations@mathco.com](mailto:separations@mathco.com). The concerned POC will take up your request and assist you accordingly.

**7. Form- 16:**

Form-16 for the financial year (2024-2025) will be shared to your personal email ID around June/July 2025.

**8. Re-joining MathCo:**

If you would like to re-join MathCo. post your separation from the same, please reach out to any of the following POCs- your Manager, Delivery Unit Head (Principal), Talent Acquisition team or the HR Team.

**9. POC for BGV in the next organization:**

Please share details of the Separations POC for background verification of your employment by your next organization and give the HR contact email ID as [separations@mathco.com](mailto:separations@mathco.com).