

Dear Mastekeer,

You will receive Review Off boarding Information Task in To-Do list in the Genesis System. Update your personal details such as Address, Personal email id and phone no.

Please ensure that you also submit the Exit Interview Form before your last working day. This form will be available on your profile in genesis application, scroll down to the particular section to populate the details.

Steps to be taken to complete your Exit Formalities:

1. **IR (Library)** - Submit books issued to you, if any.
2. **DCT** - Submit company laptop, data card & other assets (if any) to DCT Helpdesk.
3. **Admin & Guest House** - Submit your I-card, swipe card, Seepz gate pass, drawer keys, car pass & mobile phone instrument, if any.
4. **Travel desk** - Please show your passport to travel department. If you possess Work Permit/Visa, please submit the original documents of Work Permit/ Petition for cancellation. If you are holding work related visas then follow these guidelines:
 - a) In case you are holding a valid or expired UK WP then please surrender the original BRP card copy along with a clear copy of passport first page, last page & Visa page.
 - b) In case you are holding a valid or expired US H1/L1 Petition, please surrender the original petition, original passport along with a signed consent letter for cancellation of the visa (contact travel dept. for details). These documents should be sent to travel department at least 7 days prior to your last working day.
 - c) In case you are holding a Malaysia EP/Singapore Alien citizens card then please surrender the originals along with the photocopies of passport data page, last page & visa page. Business visa is not required to be cancelled. However clearance can be given only after receiving a photocopy of the Business visa and the travel coordinator will also need to see the original passport.
 - d) Please note if you have two passports, show both the passports to travel department for exit clearance.
 - e) In case you are not holding any passport please inform the same by an email (with a copy to your PM and Unit HR) to the Travel department 3 days prior to your last date.
 - f) In case of any deviation from the above please get in touch with your Unit HR well in advance
5. **Forex settlement** - Please settle pending forex dues (if any) on or before your last working day.
6. **Certification Reimbursement** - Reimbursements of certifications (if any) will be deducted from final settlement as per our policies. Please refer to the Reimbursement of certification policy on Masteknet.
7. **Investment Proof Submission** - Please submit your investment proofs to Finance on or before your last working day. In case you do not submit it within the stipulated time, final settlement will be done without considering your investment proofs. In case of any queries, contact **Mr. Umesh Joshi / Mr. Nishant Kamble**.

Point of Contact

Sr No.	Department	Point of Contact
1	IR	Ashish Padhye / Prajakta Shinde
2	DCT	Mahavir S. Jain/ Zaheer Ansari
3	Admin	Pooja S. Raul/ Mallikarjun B. Kamble/ Sunil H. Nikam
4	Guesthouse	Pooja S. Raul / Sunil H. Nikam
5	Travel Desk	Rohit Paunikar
6	Forex Settlement	Nishant S. Kamble/ Santosh V. Puralkar
7	Leave	Krupa N. Zad / Shekhar Jain
8	Certification	Sameer A. Naik/ Lisha Jain Pallavi P. Khokare
9	Car Clearance(G8 and above)	Ram Patil
10	HR	Deepika Reddy/ Maria Devinadan
11	Immediate Manager	Respective reporting manager

Final Settlement, Resignation Acceptance Letter & Experience Letter:

1. Final Settlement amount will be credited to your salary account within 30 working days of completion of exit formalities.
2. After receiving all sign-offs (except Finance & HR Ops) in the system, you will receive an auto generated mail & a letter stating that your resignation has been accepted.
3. After Finance & HR Ops sign-offs in the system, you will receive an auto generated containing Experience letter & Final settlement statement within 30 working days of completion of exit formalities.

PF Withdrawal/transfer

On exit, it's mandatory for employees to Transfer the PF to New employer unless there is Gap of 60 Days of unemployment period between two jobs.

Kindly Login through your UAN on EPFO website and apply for PF transfer/PF withdrawal as the case may be. Please note PF office does not accept any physical document request. You have to apply online only through PF portal. In case of any query on PF, please write to Nishant.kamble@mastek.com with mentioning your Mastek Employee id.

Below if the PF office Address in case you may want to visit:

The Regional P.F. Commissioner

Sub Accounts Office
Bhavishya Nidhi Bhavan, Plot No.222
Charkop Poisar Road
Near Charkop Market,
Kandivali (W), Mumbai- 400 067

Please feel free to get in touch with Nishant Kamble (Nishant.Kamble@mastek.com) for any queries on PF.

Important points for you to note:

- Final settlement processing will not begin until clearances are received from above mentioned departments.
- Please take print outs of your latest salary statement and form 16 for future reference.