

Hello,

Please find below few points from Finance / Income Tax perspective for your reference & necessary action. Also, it would help if you can submit copies of your investment proofs **on or before your last working day (@ Finance Room)** in order to calculate your tax liability accordingly. –

- Please go through the attached XIPL Policy about Exit Process.
- F & F payment –
 - ✓ **Please provide your personal e-mail ID to enable us to forward your Full & Final (F&F) Settlement Statement.**
 - ✓ Your F & F payment will get deposited to your ICICI Salary account registered with Xpanxion for salary within 7 working days of next month from your month of leaving.
- Income Tax & Form 16 –
 - ✓ Form 16 of F.Y. 2018-19 will be send it to you on the personal e-mail ID provided by you, by 31st May, after closure of current Financial Year.
 - ✓ Please provide your investment proofs (if any) to finance department on or before your last working day with Xpanxion (Format attached for your ready reference).
 - ✓ Please provide medical bills (if any) to avail the tax exemption to finance department on or before your last working day with Xpanxion (Format attached for your ready reference).
- PF withdrawal / transfer –
 - ✓ PF withdrawal – Please refer the attached email.
 - ✓ PF Transfer – For transfer of Xpanxion PF contribution to your next employment, you will need to complete the formalities with your next employer.

If need any other information please be in touch with Finance at payroll@xpanxion.co.in or *Request you to see us in Finance for further discussion if you feel necessary.*

Regards,

Team Payroll

Pune

Office: 91.20.66290500 Ext. 517 / 521

payroll@xpanxion.co.in

