

Dear Employee,

As you have decided to move out of Mphasis and your last working day is approaching, you are requested to complete the below mentioned exit formalities not later than your last working day. The below mentioned check list will help you to ensure a smooth and quick closure of your exit formalities.

**Exit Check list:**

- Your no due clearance is initiated on the FFS/SSP Tool. The tool will send out automated triggers to the respective departments to complete your no dues. Ensure No Dues clearance is completed one day prior to your last working day.
- Balance medical insurance policy premium amount will be recovered through your full and final settlement.
- Request to pay special attention to the no due clearance provided by respective departments ensuring all inputs provided by each of them are correct. If in case of any difference / clarifications, please reach out to the respective department SPOC (as mentioned on the FFS/SSP Tool) for correction of the inputs.
- Based on your validation, you are requested to sign off on the FFS/SSP tool one day prior to your last working day. F&F will be processed based on your sign off and there will be no room for resettlements.
- Please update your valid personal email id and communication address along with PIN Code, personal mobile number on the FFS/SSP tool. Mphasis will use either/all the contact details as provided by you at the time of leaving, for all correspondence with you in future including issue of your Full and Final documents.
- Your Full and Final documents like Relieving letter, Service/Recovery letter, F&F statement and others (as applicable) will be sent as soft copies to your personal email id updated in the SSP Tool. Requests for hard copies of the same should be avoided

**List of Full & Final related necessities that you would receive based on eligibility:**

1. **Relieving Letter** - Will be sent within 1 working day from your last working day subject to your No Due clearance & sign off on SSP Tool. The document will be mailed to your personal e-mail ID as provided by you during No Due sign off.
2. **F&F working sheet** - Will be sent within 25-30 working days from your last working day. The document will be mailed to your personal e-mail ID as provided by you during No Due sign off.
3. **Service / Recovery Letter (as applicable)** - Will be sent as a soft copy within 25-30 working days from your last working day. The document will be mailed to your personal e-mail ID as provided by you during No Due sign off.

4. **F&F payment (as applicable)**-will be credited to your bank account. - F&F payment will happen only through a Bank a/c transfer on your current salary a/c, no cheque payment will be made. Request to keep your bank a/c active for 60days from your last working day

**Other clarifications that you may have on the subject:**

- ***Who would be able to provide me with information on Provident Fund/ Gratuity/ Superannuation related queries?*** - HR Helpdesk
- ***Whom should I reach out to submit my investments proofs?***  
Below are the SPOC details for F&F POI submission due to COVID WFH-  
Please share the scanned copy of your POI documents to [bahubali.kurali@mphasis.com](mailto:bahubali.kurali@mphasis.com) and [mukund.r@mphasis.com](mailto:mukund.r@mphasis.com)

Once Business As Usual-

Employees at Bangalore location may drop the proof of investment envelope at Resigned Employee's Proof of Investment drop box placed at *Bagmane Tech Park, Parin Building, 8th Floor at Cafeteria, CV Raman Nagar, Byrasandra, Bangalore 560 093 India.*

POI from other locations may be couriered to *PAYROLL ( F&F - POI ), Mphasis Limited ,Bagmane Technology Park, Laurel Building - 1st Floor, C V Raman Nagar, Byrasandra, Bangalore 560 093 India.*

- ***Who will provide me information on Form 16 related queries*** - HR Helpdesk
- ***Who will provide me information on my final settlement related clarifications*** - HR Helpdesk
- **SSP Navigation:**  
On completion of No due Clearance from all the departments Log in to SSP on:  
<https://mplayer.corp.mphasis.com>  
Follow the steps to complete the sign off on SSP

**Note: Please use the below links to raise an HR ticket:**

**Active Employees:** [https://mphasisin.service-now.com/mphasis\\_sp\\_cio](https://mphasisin.service-now.com/mphasis_sp_cio)

**Ex-Employees:** <https://mphasisin.service-now.com/ExEmployeeServiceForm>