

## Nominee Declaration form for full and final settlement

**Full & Final Settlement (F&F) Coverage:** The Full & Final (F&F) settlement includes amounts lawfully due to the employee at the time of exit or death, subject to applicable approvals and deductions.

The components may include, but are not limited to:

- Salary payable till last working day/date of death
- Leave encashment (Earned Leave as per policy)
- Gratuity (as per statutory norms and eligibility)
- Incentives or bonus (if accrued and approved)
- Reimbursement claims (submitted and approved)
- Pending arrears (if any)
- Deductions (e.g., income tax, loans/advances, notice pay, etc.)

### Section A: Employee Details

1. **Full Name of Employee:** \_\_\_\_\_
2. **Employee ID (if allotted):** \_\_\_\_\_
3. **Date of Birth:** \_\_\_\_\_
4. **Date of Joining:** \_\_\_\_\_
5. **Mobile Number:** \_\_\_\_\_
6. **Personal Email ID:** \_\_\_\_\_
7. **Permanent Address:** \_\_\_\_\_

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### Section B: Nominee Details

Name of the Nominee	Relationship with the employee	Nominee DOB	Nominee Address	Nominee Contact number	Share (%)

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(If Nominee is a Minor)

- Name of Guardian: \_\_\_\_\_
- Relationship with Minor Nominee: \_\_\_\_\_
- Guardian's Contact Number: \_\_\_\_\_
- Guardian's Address: \_\_\_\_\_

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### Section C: Declaration by Employee

I, Mr./Ms. \_\_\_\_\_, hereby declare above-mentioned person(s) as my nominee(s) for receiving any payments due to me in the event of my death while in service at **ValueMomentum Software Services Pvt Ltd.**

I confirm that the details provided are true to the best of my knowledge, and I understand that this nomination will supersede any previous nominations made by me for the above-mentioned benefits. I also undertake to inform the HR Department of any changes in nominee information in the future.

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Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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