



Resignation Request has been approved of Ms. Manvi Kamboj (Emp. No. KMBL349471)

1 message

<KotakHRMS@oracle.com>

Wed, 1 Oct, 2025 at 12:28 am

To: manvi.kamboj1@kotak.com, manvikamboj888@gmail.com

Cc: Exit.Helpdesk@kotak.com, kanchan.phatak@kotak.com, shubham.sharma6@kotak.com, neha.sharma31@kotak.com

Dear Manvi,

Your exit request submitted on 08-Sep-25 has been **APPROVED** on HRMS as per below details.

In case of any changes in the given details, you will have to be in touch with your HR RM, Neha Sharma , immediately.

Emp. Id	: KMBL349471
Emp. Name	: Manvi Kamboj
Segment	: Corporate-Operations Division-Commercial Ops
Location	: 5029-Noida - Sector 16-UPD
Date of Joining	: 12-Mar-25
Confirmation Status	: Probationer
Date of Resignation	: 08-Sep-25
LWD	: 07-Oct-25
Exit Reason	: Health Issue
Notice Period to Serve	: 30 days
Notice Period Served	: 30 days
Shortfall in Notice Period	: 0 days

Important to note that any changes in the exit information post last working day in the organisation will not be considered.

Kindly note that Salary will be stopped a month preceding to the LWD and same will be processed along with your full and final settlement.

Your Full and Final settlement will be processed within 15 days once the ONLINE approval and clearance formalities are completed as per the company exit policy & procedure. Upon completion of settlement you will receive an email on your personal email id, [manvikamboj888@gmail.com](mailto:manvikamboj888@gmail.com) from Zing HR ([mailalerts@zinghr.com](mailto:mailalerts@zinghr.com)) informing about the same. Once email received you need to log in to the Zing HR (<https://ktkbankt.zinghr.com/>) and download the letters and settlement payslip

Ensure your Kotak SB Account is active till all your settlements are done / your Relieving Letter is issued. The company's policy is to directly credit the SB account with the settlement amount, so incase the account is inactive, your amount will be withheld with the bank. We will not be issuing a DD/pay order.

**Please ensure completion of the below mentioned exit formalities 10 working days prior your last working date:**

- **Emergency Loan:** If you have taken any emergency loan from the company please ensure that the outstanding loan amount is foreclosed within 15 days of resignation or before the next payroll cycle, whichever is earlier.
- **Company Car:** If you have availed car under the company car scheme, please ensure that the same is settled before your last working day.
- **Leave and Attendance:** Update all categories of leave availed / attendance till last working date online with approvals. Any un-approved leave/ pending attendance will be treated as leave without pay and salary would be deducted in final settlement for the said absence. **This will not be reversed after the last working date as per the policy.**
- **Mediclaim:** Employees eligible under the Group Mediclaim Policy can port the policy as individual policy by sending portability request to the insurance company ([kotak.claims@marsh.com](mailto:kotak.claims@marsh.com)) 45 days before your LWD. The corporate policy will be ported to retail policy and the conditions of retail policy will then become applicable which will entail the following:
  - The ported policy will be a separate policy with no bearing on the corporate cover.
  - You will have to pay differential premium basis the retail product offering.
  - The policy may require medical underwriting for which you will have to go through medical tests.
  - Coverage will be basis the retail plan.

If you have opted for Voluntary Parental Mediclaim policy, the said policy will be terminated on your LWD and

- If you have not made any claim under the said policy, then the premium for the same will be calculated on pro-rata basis till LWD and balance if any will be deducted in your final settlement.
- If you have made any claim under the said policy, then you will need to pay the entire premium for the balance period which will be deducted in your final settlement.

- **Pending Work list:** Ensure completion of all pending work list in HRMS (if any) for eg: Approval of leave of reportees, Approval of reporting change, Approval of resignation of reportees etc.
- **SIM card:** Submit corporate SIM card to Local CREM Team / Reporting Manager. In case, you wish to transfer the said corporate mobile number in your personal name, please connect with CREM on [sim.retention@kotak.com](mailto:sim.retention@kotak.com) to check on the eligibility for transfer as per Mobile policy and process for transfer
- **Asset Coordinator:** Handover Desktop / Laptop / Biometric devices and other IT assets to your supervisor & send a mail to IT Asset for updation ([asset.coordinator@kotak.com](mailto:asset.coordinator@kotak.com))

- **Employee ID Card:** The employee ID card needs to be sent at below address on or before last working date. In case the same is not received within 2 days of the last working date, there would be a deduction of Rs. 250.00 in your settlement and the same would NOT be reversed.

Employee ID Card, Kotak Mahindra Bank Ltd., Kotak Infiniti, Building No 21, 2nd Floor, Infinity Park, Off Western Express Highway, General A K Vaidya Marg, Malad (East), Mumbai 400 097

- **Access Card:** The access card needs to be sent to local CREM team / ID card cell only on or before last working date. In case the same is not received, there would be a deduction of Rs. 250.00 in your settlement and the same would **NOT** be reversed.

- **Provident Fund**

**KMBL employees:** PF Transfer / Withdrawal form is only online process now. Login to - <https://unifiedportal-mem.epfindia.gov.in/memberinterface/>

Below is the path for transfer

Login into UAN Portal -> Online Services -> One Member – One EPF Account (Transfer Request)

For any queries, please contact [pf.consultant@kotak.com](mailto:pf.consultant@kotak.com)

**eIVBL employees:** Ensure to update PF Option in Fusion: Navigator > Me > Skills and Qualifications > Click "Action Button"> Select "EIVBL PF OPTION" > Expand > Click on "Add" > Write "PF Withdraw/ PF Transfer" > Click on Save.

- **Investment Proofs:** Please upload scan copies of your investment proofs on Cnergys Portal (<https://ktkbankt.zinghr.com/>) for considering the same in F&F settlement processing failing which F&F will be calculated based on "Zero" investment submission and tax will be deducted accordingly. The same will not be refunded. Please refer to detailed manual available in "FAQs" option on the portal. For any queries, please contact [Group.Payroll@kotak.com](mailto:Group.Payroll@kotak.com)
- **Gratuity:** All employees completing 4 years 240 days are eligible for gratuity payment. Pre filled form I is already sent on official ID of all such eligible employees. Employees to need to upload the signed copy of Form I in HRMS. In absence of the form we will consider that no amount is received from any of previous employments and exemption for gratuity will be calculated accordingly. Gratuity is processed separately post closure of your full and final settlement and credited to your Kotak account within 30 days from 07-Oct-25

Below is the path

Login into HRMS -> Document Records (Under Quick Actions) ->Click on Add ->Select the document type

- **Superannuation (Applicable only for employees at M8 and above grades):** If you have opted for Superannuation Scheme, then Settlement Form will be sent on official ID of all eligible. Employees to need to upload the signed copy of Form in HRMS. Below is the path

Login into HRMS -> Documents Records (Under Quick links)->Click on Add->Select the document type.

- **NPS:** You can either convert NPS into an Individual NPS account or shift the existing NPS account to new employer. You can also apply for pre-mature retirement if you have continuously participated in NPS account for a min. of 10 years. This is subject to approval of NSDL. For any queries, please contact [nps@kotak.com](mailto:nps@kotak.com).

- **Official reimbursement /Imprest:** Ensure settlement of imprest cash to avoid any recovery in the settlement

Ensure all your official expenses / reimbursement (if any) are claimed and approved on Allsec on or before the last working date as per the policy

Please take a printout of pending claims to communicate with us for future reference

For any queries, pls contact [Group-Pettycash@kotak.com](mailto:Group-Pettycash@kotak.com).

- **Data Confidentiality and Security:** Every employee is under obligation to maintain (both during the term of employment and thereafter) strict confidentiality of the information relating to the customers/clients, processes of the bank. Unauthorized transfer and copy of information/data/records pertaining to the bank and its customers to external recipients and devices will lead to strict disciplinary action.

As a precautionary measure access of all resigned employees to USB drive and ability to send emails to external domains will be blocked 15 days prior to last working day as updated on HRMS. In case of need to continue with the access, employee should provide approval of Business.

Business.

- **Salary Account:** The salary account offered by Bank is a special zero balance account offered to all employees with regular direct salary credit coming into this account. Please also note that the Zero balance salary account facility is available till you are in the employment of Kotak Mahindra Bank or its Group Companies. Subsequent to your leaving the services of the Bank or any of the Kotak Group Companies, your existing staff / group staff Edge savings account (SA) and staff / group staff Ace savings account will be automatically converted into non-staff Edge savings account and General Schedule Fees and Charges (GSFC) of the non-staff Edge product (available on [www.kotak.com](http://www.kotak.com)) would be applicable to the account. Also the associated benefits and sweep limits applicable would be as per the SA GSFC. Also as per T&C mentioned in the account opening form signed by you, you have irrevocably and unconditionally authorized the Bank to recover by debiting/ reversal of credit, any excess amount credited by and/or on the instructions of the Employer into Account, without any reference to or recourse to you.
- **Company credit card:** If you have availed the benefit of company credit card, please ensure the card is sent to CREM team to the below address atleast 30 days prior to their last working day, or on the last day of the billing statement for the month, whichever is earlier

Uttam Kavitar, CREM team, Kotak Mahindra Bank; Kotak Infiniti, Building No 21, 5th Floor, Infinity Park, Off Western Express Highway, General A K Vaidya Marg, Malad (E), Mumbai 400 097

For any queries, please contact [Corporate.Creditcard@kotak.com](mailto:Corporate.Creditcard@kotak.com)

- **NOC for transfer of IRDA certification:** If you require an NOC, for transfer of your IRDA certificate, please send the following documents to KMBL IRDA DESK ([KMBLIRDADesk@kotak.com](mailto:KMBLIRDADesk@kotak.com)):

Self-attested copy of SP (IRDA) certificate

Self-attested copy of relieving letter.

Please note: NOC will be issued only for valid certificates. For any queries, please contact [KMBLIRDADesk@kotak.com](mailto:KMBLIRDADesk@kotak.com)

- **NOC for EUIN transfer:** For EUIN transfer (if applicable), KMBL Relieving Letter will act as your NOC. Please visit nearest CAMS office for transferring the EUIN to your new organization. In case of any queries, please write to [sandeep.maurya@kotak.com](mailto:sandeep.maurya@kotak.com)
- **AMFI/NISM:** No NOC is required for AMFI/NISM certification. In case of any queries, please write to [sandeep.maurya@kotak.com](mailto:sandeep.maurya@kotak.com)
- **Kotak Staff Home Loan (KSHL):** If you have availed benefit under Kotak Staff Home Loan (KSHL) from the company and your last working day is within 12 months of KSHL disbursement date, then the loan will be converted to retail loan with retail rate of interest applicable retrospectively from date of disbursement.

If the last working date is after 12 months of KSHL disbursement date then the loan will be converted to retail loan with retail rate of interest effective the day after last working day. Cost of conversion (if any) shall be borne by you. Perquisite, if any, shall be adjusted only for the ongoing financial year.

In case you are covered under the definition of 'Designated Person' under the Insider Trading Code of the Bank, please note that the provisions of the Code / Policy would continue to be applicable to you and your affected persons, for a period of six months from the date of cessation of employment with the Bank. The Bank reserves the right to extend the said period of six months, in case the Designated Person is in possession of unpublished price sensitive information and the same would be suitably intimated to the Designated Person. You are also advised to inform us immediately of any change in your residential address / Contact No / email ID on [prachi.mogre@kotak.com](mailto:prachi.mogre@kotak.com) / [ladu.dewoolkar@kotak.com](mailto:ladu.dewoolkar@kotak.com)

If you wish to continue your valuable service (Withdrawal of exit request) with us, kindly get in touch with your immediate manager, Shubham Sharma or your HR RM, Neha Sharma and initiate online exit withdrawal on HRMS as below on or before three working days of your last working date 07-Oct-25.

Login into HRMS -> Show More (Under Quick links) -> Resignation (under Employment) -> Click on Withdraw

Please note your login ID, KMBL349471 will be disabled at 6.30 pm on your LWD 07-Oct-25, thereafter you will not be able to access any of the systems. Hence please ensure that all the system dependent activities to be completed before ID deactivation

Do feel free to speak/write to [hr.helpdesk@kotak.com](mailto:hr.helpdesk@kotak.com) for any further queries / clarification

Regards,

Team - HR-Colleague Services 360

Kotak Mahindra Bank Ltd

**Note: This is auto generated message. Please don't reply to this.**