



Apex Fund Services LLP,
7th Floor, Tower A, Panchshil Business Park
Survey No. 206/2, Village Lohegaon,
Viman Nagar, Pune-411014, Maharashtra
LLPIN: AAL-4130
Email Id: apex@apexfunds.in
Phone No.: +91 (0) 20 6740 0202

September 1, 2025

Dinesh Krishnamurthy
PW43963

Sub: Resignation Acceptance Letter

Dear Dinesh Krishnamurthy ,

This is with reference to your resignation request dated August 28, 2025. We would like to confirm that your resignation has been accepted.

You are requested to complete all exit formalities on or before your last date of employment to help the Company process your full and final settlement and relieving letter. You are not permitted to take up any new employment before the last working day with APEX Group.

APEX Group reserves the right to accept or reject any withdrawal of resignation and decision taken by APEX Group would be final.

We trust your tenure with us has been professionally enriching and wish you the very best for your future endeavors. Please do not hesitate to contact apexhrindia@apexgroup.com if you have any questions.

For Apex Fund Services LLP

Yours Sincerely,

A handwritten signature in blue ink, appearing to read "Prabhu Sundaresan".

Prabhu Sundaresan
Regional Head of HR India
On behalf of Apex fund services LLP



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Dear Dinesh Krishnamurthy,

To ensure a smooth transition, we request you to follow the below exit process:

Exit Formalities:

Your relieving from the services will be subject to satisfactory completion of notice period and clearances/settlements received from the various departments. You can liaise with the respective location facility team on or before your last working date to return the company assets currently in your possession. Clearance will be provided post submission of all company provided assets as mentioned below

- (a) IT Assets - Laptop, Monitors, and any other asset to be returned.
- (b) ID Card

Note: The submission of assets to the facility team will be your sole responsibility.

Personal Information Update:

To receive future correspondence, ensure you have updated your personal details on Workday (Contact Information: postal address, contact number & email address).

Exit questionnaire:

At Apex, we value our employees' feedback. To support collecting this, we have an exit questionnaire which we request all our leaving employees to fill out. You will receive the notification on the same in your workday inbox, once your resignation is approved by your manager & offboarding checklist task is submitted on workday.

Leaves related action:

In case of any leaves taken prior to your last working date, please ensure that you regularize the same on Workday. Additionally, please ensure that any future dated leave applications which were made prior to your resignation are revoked/cancelled on Workday. If excess leave is availed, the same will be recovered as part of the final settlement.

Timesheet:

Please ensure your timesheet (also update your shift allowances & holiday workings if applicable) is submitted and approved until your last working day.

Final Settlement:

1. Submit the actual investment proofs for any investment declarations made for the current Financial Year (April 2024 till your last working date), to enable the payroll team to take into consideration for the purpose of Income Tax calculations. The documents to be submitted on or before the last day of work to Payroll through email or you can



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upload the documents on the HGS portal post receiving the trigger email from HGS on the official (APEX)email id. In case you fail to do so, the payroll team will deduct the tax without considering the investment declarations

2. Salary for the last working month will be held back and the same will be credited to your account after the Full and Final Settlement. Also, in case your last working date is on or before the 15th of the month, the salary of the previous month as well as the salary for the last working month will be held back

3. The last month Pay slip, F&F working, and Employment Certificate will be sent to you after the Full and Final Settlement is credited

4. The full and final settlement will be processed after 45-60 calendar days from your last working day

Retiral Benefits:

1. PF transfer: You can get in touch with the Human Resources Department at your new organization

2. Provident Fund withdrawal-RPFC i.e. Regional Provident Fund Commissioner office has made it mandatory to submit online PF withdrawal application on their EPFO-UAN portal after 60 days from the Last Working Date

- Since RPFC has stopped accepting manual/physical PF withdrawal forms, you will need to login into the UAN portal & submit the online PF withdrawal application
- Ensure that your KYC details. AADHAR, PAN and Bank account details with correct IFSC code are successfully linked under your UAN
- Link for UAN portal: [Member Home \(epfindia.gov.in\)](http://Member Home (epfindia.gov.in)) Id will be your UAN

3. Gratuity settlements-(if any) would be in accordance with the Payment of Gratuity Act, 1972. Please write to India Payroll Team for any further queries

4. For NPS related queries , please reach out to ashalathap@hdfcpension.in

For any future clarification for your final settlement details and dues /recoveries liaise with the India payroll team (payroll-india@apexgroup.com) .

We trust your tenure with us has been professionally enriching and wish you the very best for your future endeavors.

For Apex Fund Services LLP
Human Resources