

ESSENTIALS DEEP-DIVE · DEPARTURE

Leaving India *Well*

A calm, complete countdown to a clean, compliant exit, your home hand-back, deposits recovered, accounts and registration closed in the right order, so you leave with nothing trailing behind you.

90 days a calm countdown

Surrender your Certificate of Registration

Leaving India well is not about doing more, it is about doing things **in the right order, early**. The two things that take real time are your **home hand-back** (notice, inspection, deposit refund) and your **immigration close-out** (surrendering your Certificate of Registration so you walk through the exit gate clean). Everything else, utilities, school, bank, SIM, slots neatly around those. This guide turns the old flat checklist into a calm countdown: 60 days out, 30, 14, 7, and departure day. Your IKAN Relocation Coordinator runs the move-out inspection with you and your landlord, and coordinates the deposit back to your company. Start the clock early and your last week in India is quiet, not frantic.

60 days WHEN TO START, NOTICE & BOOKINGS	30 days BANK, FEMA & TAX CLOSE-OUT BEGINS	Surrender CERTIFICATE OF REGISTRATION AT EXIT	≤3 yr PENALTY IF YOU OVERSTAY, AVOID IT
---	--	--	--

DO THIS FIRST

Two clocks start the day you know your departure date: **give your landlord written notice** (your lease usually requires 30 to 60 days, so do it now to protect your deposit), and **book the movers' pre-move survey**. Then tell your IKAN coordinator the date, we line up the move-out inspection, the registration surrender and the bank closure so they run in parallel, not as one slow queue at the end.

THE 90-DAY COUNTDOWN

- i** **How to read this guide.** Each block below is a phase counted back from your flight: **60 days, 30 days, 14 days, 7 days**, and **departure day**. If you have less notice than that, don't panic, just start at the phase that matches the time you have and tell us, so we can compress the rest safely.

60 DAYS OUT

Give notice & set the move in motion

This is the phase that protects your **money**, your deposit and your booked dates. Almost everything here is a notice or a booking, and each one has a built-in waiting period, which is exactly why it goes first.

1

Tell your IKAN coordinator your dates

Share your confirmed departure date so we can schedule the **move-out inspection**, the **registration surrender** and the **bank closure** to overlap rather than stack up in your final week.

2

Give your landlord written notice

Serve the **notice period your lease requires** (commonly 30 to 60 days) **in writing**. Late or verbal notice is the most common reason a **security deposit is withheld**, get it dated and acknowledged.

3

Book the movers' survey

Contact the household-goods packing & moving company, schedule the **pre-move survey**, and lock a **packing date**. Early booking gets you the slot you want and an accurate shipment estimate.

4

Inform the school & request the Transfer Certificate

Tell the school, collect **report cards** and the **Transfer Certificate (TC)**, and reclaim any **caution/deposit** held. If your next country needs it, request the TC be **apostilled**, that takes weeks, so start now.

5

Plan pet relocation

If pets travel with you, book the route early: you'll need an **export health certificate** and an animal-quarantine endorsement, plus your destination's import rules (vaccinations, microchip, titre tests) which can run on a **multi-week to multi-month** timeline.

6

Sort cars, club & memberships

If you bought a car, **arrange its sale**; if hired, tell the rental firm your dates and clear dues. **Cancel club memberships** and reclaim any membership deposit.

30 DAYS OUT

Close the money • bank, FEMA & tax

Financial close-out has the longest tail and a few advisor-only steps, so it gets a full month. Don't close your bank account first, it's the channel everything else (deposit refunds, final salary, FEMA repatriation) flows through, so keep it open until the end of this phase.

1

Repatriate funds before closing the account, see a FEMA advisor

Moving your savings out of India is governed by **FEMA**, and the process differs for a resident account versus an **NRO** account. **See a tax/FEMA advisor** on the correct route, the bank forms (Form A2 and, where applicable, Forms 15CA/15CB), and limits **before** you close anything.

2

Get income-tax clearance squared away, see a tax advisor

File or plan your **final-year return** and confirm whether your situation needs a **tax-clearance / no-objection** step. **See a tax advisor** early, a clean tax position makes both fund repatriation and a future return to India far simpler.

3

Close the bank account, last, in writing

Once funds are repatriated and final salary is in, submit a **written account-closure request**, return the cheque book and debit card, and collect a **closure confirmation**. Closing too early strands your deposit refunds and last payments.

4

Surrender your PAN only on permanent departure

If you are leaving India for good, you can **surrender your PAN** in writing to your jurisdictional assessing officer **after** your final return and tax matters are settled. Keep the PAN active until then, you still need it for closures and refunds.

5

Start utility disconnections & deposit refunds

Begin disconnecting **internet, telephone, mobile broadband, gas and cable/dish TV**, and request each **deposit refund**. If a utility is in the **landlord's name, don't disconnect it**, just clear dues and hand the last paid bills to your coordinator.



Bank, FEMA and tax are advisor territory. The right repatriation route, the forms, and any tax-clearance step depend on your account type, your residency status for the year, and how long you've been in India. Don't guess, **have a tax/FEMA advisor confirm your specifics**, and keep your account open until they tell you it's safe to close.

14 DAYS OUT

Hand-back prep & immigration close-out

Now the home and the paperwork come together. Schedule the move-out inspection, line up any repairs, and, most importantly, handle your registration surrender so the exit gate is a formality, not a problem.

1

Schedule the move-out inspection

Book the inspection date with your **landlord and IKAN Relocation Coordinator** together, and **check the inventory** against the move-in list so there are no surprises on condition or fittings.

2

Confirm your visa & registration are valid for the exit date

Your **visa must be valid** when you leave. If your visa required you to register, your **Residential Permit** and **Certificate of Registration** must also be valid at departure under the **Immigration & Foreigners Act, 2025**.

3

Surrender your Certificate of Registration

If you are not returning, surrender your **Certificate of Registration** either to the **Registration Officer (FRRO/FRO) of your place of registration**, or to the **Immigration Officer at your exit port**. If you surrender it to the Registration Officer, you must **keep the surrender receipt and produce it at exit**.

4

Inform recurring vendors & keep proof

Notify and settle **milkman, newspaper/magazine, mineral water, maid/housekeeping, gardener, pest control, pool maintenance, security and AMC vendors**, plus the **apartment association** (pay maintenance to the lease-end date). Keep each final receipt as proof of clearance.

5

Set up mail forwarding & arrange repairs

Set up **mail forwarding**, and book any **repair and deep-clean** work the inspection will require, patching wall hooks, replacing fused bulbs, making good any damage.



Departure is simple only if you are fully compliant. With a **valid visa and valid registration**, the exit gate is routine. But an **overstay or lapsed registration** makes an **Exit Permit (Exit Clearance)** necessary, a **case-specific** FRRO/FRO document, not a routine step, and, under the Immigration & Foreigners Act, 2025, can carry **criminal penalties of up to 3 years' imprisonment and/or ₹3 lakh**. The 2025 Act also lets the authorities **restrict departure in specific cases**, so a clean record is what keeps your exit a formality. If anything has lapsed, tell your IKAN coordinator **now**, this is fixable with time, painful at the airport.

THE EXIT-CLEARANCE ROUTES AT A GLANCE

YOUR SITUATION	WHAT YOU DO	CARRY AT EXIT
Valid visa, registered, not returning	Surrender Certificate of Registration to the Registration Officer of your place of registration	Surrender receipt
Valid visa, registered, surrendering at the airport	Hand the Certificate of Registration to the Immigration Officer at the exit port	The certificate itself
Visa valid, registration not required	Nothing extra, exit on a valid visa	Passport & visa
Overstay / lapsed registration	Regularise first; an Exit Permit from the FRRO/FRO is required before you can leave	Exit Permit

7 DAYS OUT

Empty the home & pass inspection

The final week is hands-on: pack, clean, and walk the property so the deposit comes back in full. Keep the property hand-back items as a tick-box list, the printable version is at the end of this guide.

1

Complete society move-out formalities

Check **move-out charges**, and follow your society's exit process, often a **form**, returning all **ID/access cards and car stickers**, and a final maintenance settlement.

2

Clear, clean & make good

Empty all cabinets and drawers, dispose of unwanted items, **defrost and dry the fridge/freezer** (doors open, power off), clean the oven/hob/hood, remove non-landlord plants, **remove wall hooks and patch the walls**, and replace fused bulbs and tubes.

3

Account for every key & manual

Gather all **keys, remotes, car-park labels, access cards**, plus **handbooks, warranty cards and appliance manuals**. Any missing item should be replaced before inspection, and confirm lease furniture & fixtures stay in the premises.

4

Cancel your SIM & sell/return furniture

Cancel your **Indian mobile SIM** only once every OTP-based account is closed or migrated. **Sell furniture**, or if rented, cancel the hire agreement, return it and collect that deposit.

5

Hand the keys to your IKAN coordinator

After the inspection passes, **hand the property keys to your IKAN Relocation Coordinator**, who coordinates with the landlord to release your **deposit to your company**.



Electricity & water usually stay connected. You don't disconnect these, just **hand the last paid bills to the landlord**. If a final bill will land after you've left, arrange to **pre-pay or settle it remotely** so nothing bounces back to your deposit.

DEPARTURE DAY

Walk through the gate clean

1

Carry the right immigration papers

Have your **passport with valid visa** and, if you registered, either your **surrender receipt** (if you surrendered to the Registration Officer) or your **Certificate of Registration** to hand to the Immigration Officer at the port.

2

Keep your closure proofs together

Carry your **bank closure confirmation, utility final receipts, school TC** and the **last paid electricity/water bills** in one folder, occasionally asked for, and reassuring to have.

3

Surrender at the port if you chose that route

If you didn't surrender earlier, hand your **Certificate of Registration to the Immigration Officer at the exit port** as you clear emigration. This is quick when your visa and registration are valid.

4

Travel light on worries

With notice given, deposit in motion, accounts closed in order and registration surrendered, **departure is a formality**. Your IKAN coordinator stays reachable through the day if anything needs a quick answer.

MONEY OWED BACK TO YOU

Deposits • timeline & escalation

You'll have several deposits in flight, home, school, utilities, furniture, club. Track them so none slip after you've left the country.

Home deposit timeline

Most leases refund the security deposit within **30 to 60 days** of a clean hand-back. Your written notice and a passed inspection are what keep it on schedule.

Get it in writing

Ask for the refund timeline and any deductions **in writing** at hand-back. A dated inspection report and the agreed deductions list are your evidence if it stalls.

Route it through IKAN

Because keys go through your **IKAN coordinator**, the deposit is coordinated back to your company, you don't have to chase a landlord from another country.

Escalation, if it stalls

If a deposit is unfairly withheld past the agreed window, escalate in writing; unresolved tenancy-deposit disputes can go to the local **Rent Authority**. Tell us early, we help document and push.

OFFICIAL RESOURCES

FRRO / FRO e-Services

Registration, surrender & Exit Permit

Income Tax Department

Final return, PAN surrender, clearance

Reserve Bank of India (FEMA)

Fund repatriation rules & limits

Immigration & Foreigners Act, 2025

Registration, surrender & exit obligations

How IKAN helps

- ✓ We build your **countdown calendar** from your departure date so notice, inspection, surrender and closures all land on time
- ✓ We run the **move-out inspection** with you and your landlord, check the inventory, and coordinate the **deposit back to your company**
- ✓ We guide your **Certificate of Registration surrender** and make sure you carry the **surrender receipt**, or flag an Exit Permit need early
- ✓ We point you to the right **tax/FEMA advisor** for fund repatriation, tax clearance and PAN surrender, so the financial close is clean

Property hand-back · printable checklist

- ☐ Move-out inspection booked with **landlord + IKAN coordinator**; inventory checked
- ☐ All cabinets & drawers emptied; unwanted articles disposed
- ☐ Fridge/freezer **defrosted, cleaned, dried**, doors open, power off
- ☐ Oven, cooker, hob & hood cleaned; non-landlord plants removed
- ☐ **Wall hooks removed** and walls made good; fused bulbs & tubes replaced
- ☐ All **keys, remotes, car-park labels & access cards** accounted for
- ☐ **Handbooks, warranty cards & manuals** in order; missing items replaced
- ☐ Lease furniture & fixtures left in place; last paid **electricity/water bills** handed over
- ☐ Keys **handed to IKAN coordinator**; deposit refund in motion

Start the clock early and leaving India is calm: notice given, deposits recovered, accounts and registration closed in the right order. We'll walk every step of the countdown with you, right up to the gate.

Your IKAN Relocations team

ikan.com · enquiry@ikan.com · [+91 11 4049 0000](tel:+911140490000)