ikan talent mobility
Where expertise meets empathy

INDIA ESSENTIALS
DEPARTURE

WHEN THE ASSIGNMENT ENDS

Leaving India *Well*

A calm 90-day countdown, so your deposit comes back, your tax and registration close cleanly, your goods ship on time, and you leave fully compliant. Your IKAN consultant runs this with you.

90 day countdown

RP surrendered on exit

Where expertise meets empathy.
Prepared for assignees relocating to India.

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Leaving is its own project, and the mistakes are expensive: a lost security deposit, a frozen EPF balance, a messy final tax year, or an unreported departure. Treat it as a **90-day countdown** and it stays calm. Most of it is part of IKAN's **departure services**, your consultant manages the lease exit, the registration close-out and the move, and this guide shows the whole arc so you know what's happening and what's yours to confirm.

The exit essentials, don't leave without these	
Immigration	**Surrender your Residential Permit (RP)** to the registration office or to immigration at exit; report your departure to FRRO
Tax	**Final return + exit planning** with your advisor; some cases need a tax-clearance certificate
Money	**Recover your deposit**, settle utilities, and close or convert your bank account & EPF
Goods	**Book the outbound move** early, reverse shipping & customs take weeks

90 DAYS OUT

Set the plan in motion

1. **Give notice**
   Confirm your lease notice period (often 1 to 2 months) and serve it in writing; tell HR/relocation your dates.
2. **Book the outbound move**
   Reverse shipping and export customs take weeks, get quotes and lock dates now. Your consultant coordinates the mover.
3. **Request school transfer certificates**
   Ask each school for the Transfer Certificate (TC) and records your next country will need.
4. **Brief your tax advisor**
   Your exit financial year and residency split need planning, flag the leaving date early.

60 DAYS OUT

Wind down what you'll leave

1. **Decide what ships, sells or stays**
   Sell or hand on the car, furniture and appliances you won't ship; book the packers for what you will.
2. **Schedule the move-out inspection**
   Agree a date with your landlord/society so deposit deductions are clear and fair.
3. **Notify your providers**
   Give notice to internet, gas, the society and any subscriptions so final bills land before you go.

30 DAYS OUT

Close the accounts

1. **Settle & cancel utilities**
   Pay final electricity, gas, water and internet; cancel connections and get no-dues confirmations.
2. **Recover your security deposit**
   Complete the inspection, agree deductions, and get the refund before you hand back keys, not after.
3. **Close or convert your bank account**
   On becoming non-resident again you may convert to an NRO account; settle standing instructions and cards.
4. **Sort your EPF**
   If your country has a Social Security Agreement, you can remit/withdraw your EPF on completing your assignment; otherwise it's locked until age 58, when it pays out to an Indian bank account.

THE FINAL WEEK & AT THE AIRPORT

Exit clean

1. **Surrender your Residential Permit**
   Hand your Residential Permit (RP) to the registration office, or to the immigration officer at the airport, and report your departure to FRRO. An
   exit permit
   is only needed if your visa has expired or you overstayed (allow a week or two).

2

Arrange your final tax return

Your advisor files the exit-year return and any clearance, keep your Form 16, day-count log and TRC.

3

Hand over the home

Return keys only after the deposit is settled; leave a forwarding address and references for your domestic staff.

4

Keep copies of everything

Lease, no-dues letters, deposit refund proof, tax filings, RP surrender acknowledgement, you may need them for your next assignment or your home tax return.

⚠ **The two most-missed exits:** not reporting your departure / surrendering your RP (it can complicate a future India visa), and leaving before your **security deposit** is back in hand. Settle both before you fly.

YOUR SUPPORT

How IKAN helps

- Our **departure services** manage your lease exit, move-out inspection and **deposit recovery**
- Our immigration team handles the **FRRO close-out / exit permit** where needed
- We coordinate the **outbound move** and connect you to your tax advisor for the exit year
- We make sure utilities, society and accounts are closed with no loose ends

Departure · final checklist

- [ ] Lease notice served; **outbound move** booked
- [ ] School **transfer certificates** collected
- [ ] Utilities settled & cancelled; **deposit recovered**
- [ ] Bank account closed/converted; **EPF** withdrawn if eligible
- [ ] **RP surrendered** & departure reported; **final tax return** arranged

GO DEEPER

The full step-by-step

Want every form, fee, document and pitfall? These deep-dive guides carry the complete detail.

Leaving India Well, full checklist → A 60-30-14-7-day countdown

A good exit protects everything you set up. We'll run the departure with you, so India ends as calmly as it began.

Your IKAN Relocations team

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