

Modi Properties Pvt. Ltd – Employee Exit – Check list

|              |                   |                  |                    |
|--------------|-------------------|------------------|--------------------|
| Name:        | G. Venkatesh      | Joined Date:     | 04-11-2019         |
| Designation: | Project Manager   | Date of Leaving: | 08-10-2021         |
| Division:    | Construction Div. | Prepared by:     | Jaykumar G.        |
| Other:       |                   | Sign:            | <i>[Signature]</i> |

| Sl. No. | Description                                                    | Status<br>Yes / No / NA |
|---------|----------------------------------------------------------------|-------------------------|
| 1.      | Is the Resignation Letter handed over?                         | Yes                     |
| 2.      | Is the ID card handed over?                                    | Yes                     |
| 3.      | Are the Visiting cards handed over?                            | Yes                     |
| 4.      | Is the petro card (smarfleet) handed over?                     | Yes                     |
| 5.      | Is the salary account settled?                                 | Yes                     |
| 6.      | Is the petty cash account settled?                             | Yes                     |
| 7.      | Is the company vehicle handed over along with keys & papers?   | Yes.                    |
| 8.      | Is the email account redirected or password changed?           | Yes                     |
| 9.      | Has the viber account closed?                                  | Yes                     |
| 10.     | Is the desk cleaned up?                                        | Yes                     |
| 11.     | Are all files and documents handed over to respective manager? | Yes                     |
| 12.     | Is the individual folder cleared?                              | Yes                     |
| 13.     | Is the email/sms sent to all employees?                        | Yes                     |
| 14.     | Is the email/sms sent to all business associates?              | Yes                     |
| 15.     | Other., if any:                                                | -                       |

|                                                             | Issued<br>Yes / No / NA |
|-------------------------------------------------------------|-------------------------|
| A. Is the experience certificate issued?                    | No                      |
| B. Is the last month salary slip/certificate issued?        | No                      |
| C. Is the form-16A issued?                                  | No                      |
| D. Are the Provident fund withdrawal/Transfer forms issued? | No                      |

Note: A) After a period of six months email to be disabled. Email must be bounce back. B) All above must be completed within two weeks.

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|----------|---------------------------------------------------|
| Remarks: | Management asked him to sign on one month Notice. |
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