

Modi Properties Pvt. Ltd – Employee Exit – Check list

|              |             |                  |  |
|--------------|-------------|------------------|--|
| Name:        | Sneha Priya | Joined Date:     |  |
| Designation: |             | Date of Leaving: |  |
| Division:    |             | Prepared by:     |  |
| Other:       |             | Sign:            |  |

| 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?                    | Yes                     |
| B. Is the last month salary slip/certificate issued?        | Yes                     |
| C. Is the form-16A issued?                                  | -                       |
| D. Are the Provident fund withdrawal/Transfer forms issued? | Yes                     |

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.

Remarks:

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