

CIN: U74999MH2020PTC337918

Activity	Timeline	Contact Point	Steps to Follow
Surrender Non-IT Assets 1. Access Card 2. ID Card	On your Last Working Day	Email ID: Admin < admin.spocto@spocto.com >	On your last working day, you are required to coordinate with our Admin team to return the non-IT assets
Return IT Assets 1. Laptop 2. Headphones [if applicable] Any other assets provided by the company	On your Last Working Day	Email ID: IT Support < tech.support5@spocto.com > < tech.support2@spocto.com >	On your last working day, you are required to coordinate with our IT team to return the IT assets
Manager Clearance	On your Last Working Day	Your reporting manager	Please ensure to complete all the Knowledge Transfer and any other assigned task to you before the last working day. The reporting manager will have to provide clearance on these aspects
Important Notes:			
Your release from the services and settlement of final dues will be subject to the completion of the requisite exit formalities			
The final settlement will be credited to your account within 45 days of you satisfactorily completing the exit formalities			
The service letter will be issued only once the settlement formalities are completed			
Please note that if your exit date is post the payroll cut off time (15 th of every month), the F&F will be processed only in the subsequent month			
In Full and Final Settlement (F&F) processing, your tax declaration will be removed, and income tax will be calculated on the actual documents submitted. Ensure your IT proofs are uploaded to Zoho Payroll portal at least 20 days before your last working day. Please write to payroll@go-yubi.com for any support/clarifications.			
Please reach out to spocto.hrops@spocto.com for any further queries			

CIN: U74999MH2020PTC337918