

## **Exit Guidelines to be followed for smooth transition:**

### **RETURNING ASSETS**

IT Assets (like Laptop, Laptop charger, Laptop bag, Desktop, Mobile, Dongle etc.,) should be submitted to your base location IT desk (Chennai, Bengaluru & Pune) only on working days between 10:00AM IST to 06:00PM IST. IT Assets are to be submitted on your last working day. Upon receipt of the IT assets, IT team shall take at least 2 working days to check the assets and complete the clearance. For any related queries, please reach to [itassetmanagement@maveric-systems.com](mailto:itassetmanagement@maveric-systems.com)

Failing to submit company assets on-time may attract legal action.

### **RETURNING ID & ACCESS CARD**

ID card, Access card and other Admin related assets in possession should be submitted to your base location Admin desk on or before your last working day. Upon receipt of the Admin assets, Admin team shall provide the clearance. For any related queries, please reach to [safetysecurity@maveric-systems.com](mailto:safetysecurity@maveric-systems.com)

### **RETURNING OF PROJECT RELATED ASSETS**

Safe token, client specific assets should be returned to the SPOC as advised by your Reporting Manager or to the Business Operation Team

### **EXIT SURVEY**

Exit Survey should be completed from your end before your last working day. The Exit survey will be received to your Outlook and Team through a link.

### **LEAVE ELIGIBILITY:**

Eligible leaves for the calendar year will be pro-rated basis the last working day and hence request you to connect with your HRBP for more clarity and details on your eligible leaves.

### **RETURN OF PENDING DUES (SALARY ADVANCE / LOANS / SERVICE AGREEMENT DUE)**

Ensure all your pending dues (if any) like salary advance, Loans, Service agreement pay-back are remitted to Maveric prior 15 days from your date of relieving. Failing to do may lead delay your relieving formalities and eligibility for your relieving documents. For remittance account details, connect with your HRBP or write to [AE@maveric-systems.com](mailto:AE@maveric-systems.com)

### **COMPLETION OF TIMESHEET (If Applicable)**

Ensure to complete your Timesheet till your last working day. Any pending approval should be followed and should be closed before the last working day. Any roles assigned or activities waiting for your approval in OA should be closed/delegated accordingly.

### **PAYSLIP AND OTHER RELATED DOCUMENTS**

Ensure to download the payslips and other related document for your future reference.

### **POST-RELIEVING GUIDELINES**

- Your Maveric Employment verification, queries shall be addressed to the below mail ID to get responded with quick TAT.  
[hr\\_ops@maveric-systems.com](mailto:hr_ops@maveric-systems.com)
- We follow two pay-cycles which is 10th and 25th of every month. The final settlement will be processed in the subsequent pay cycle following the completion of all eight internal department clearances.
- Your relieving document will be shared in three business days from the receipt of your final settlement credit.
- Your PF transaction either Withdrawal or Transfer should be performed at your end through UAN portal. You will have the UAN number in your payslip for reference. EPF will be marked with your last working on or before 60 days from your date of relieving.
- Any repayment, company assets and client assets are expected to be submitted on or before your last working day, failing which may attract legal action.
- For any clarification or queries please reach us on the below mail ID. Any queries post your relieving date shall be connected to the below mail ID,  
[hr\\_ops@maveric-systems.com](mailto:hr_ops@maveric-systems.com).

Regards,  
HR – Operations.