

**No Dues Clearance Form**

S.No.	Details	Details to be written down
1	Employee Name	
2	Employee Code	
3	Designation	
4	Department	
5	Date of Joining	
6	Date of Resignation	
7	Last Working Day	
8	Personal Email id	

Clearances sign off to be taken from Reporting Manager and the same has to be submitted to HR/Accounts in person / Scan copy version:

Item	Comments
1) Desktop / Laptop with Mouse	
Passwords;	
(a) System PW	
(b) Mail PW	
(c) Any other PW's	
(d) Remarks	
Re-direction of mail	
Handover of Data	
2) Drawer Keys	
3) Mobile / Sim Card etc	
4) Identity Card	
5) Visiting Cards	
6) Deactivation from Notify	
7) Other	

**Confidentiality**

The Employee undertakes and agrees that he shall maintain the terms of this contract and all communications pursuant hereto in utmost confidentiality and shall not disclose the same to any person except as required by law or on a need to know basis. The Employee agrees and acknowledges that all information furnished by the Company to the Employee, whether prior to the execution of this Contract or during the terms hereof, including financial and management know how is the proprietary information of the Company and constitutes the trade secrets of the Company, and accordingly, the Employee shall not use or disclose to any third party or reproduce in any form the above information without the prior written consent of the Company. The obligations under this clause for confidentiality shall survive the termination of this Contract.

**Intellectual Property**

The Employee shall disclose to the Company all intellectual property rights developed, discovered or made by him during the course of his employment with the Company, whether capable of being patented or registered or not in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use therein or in connection therewith and the Parties agree that all such information and materials shall belong to and be the absolute property of the Company. The Employee hereby waives his right over any intellectual property rights made, developed or conceived by him during the course of his employment with the Company and agrees not to claim that any treatment, exploitation or use of the said works infringes any moral right that may accrue to him with respect to such intellectual property rights. If and whenever required so to do (whether during or after the termination of his employment with the Company) the Employee shall, at the expense of the company apply or join in or appoint the company as his agent with full powers for the purposes of applying for patent or other equivalent protection in India or any other part of the world for any discovery, invention, improvement, design and secret process or intellectual property rights as aforesaid and execute all instruments and do all things necessary for vesting the said registration, or protection (including defence and enforcement of the Company's right) when obtained, and all right, title and interest to and in the name in the Company (or its nominees) absolutely and as sole beneficial owner or in such other person as the Company may require. If, prior to the commencement of the employment, the Employee has independently or jointly with any other person, whether during the course of his previous employment/s or otherwise, made any inventions or innovations or authored any works or developed any intellectual property right which belong to him either singly or jointly with others, he shall identify the same in a separate document and attach it to this Agreement. The Employee shall also indicate the ownership of such Prior Intellectual Property Rights and if he is the owner, the terms of license or other right that the Employee has granted to third parties, if any. If no Prior Intellectual Property Right, have been identified and attached to this Agreement, it shall be deemed that there are no such Prior Intellectual Property Rights.

The Employee shall ordinarily refrain from using in the course of his employment and such Prior Intellectual Property Rights. However, if the Employee does use such Prior Intellectual Property Rights in the course of his employment, the Company shall be deemed to have been granted all right and interest to the same, or where this is not possible, the Company shall have a fully paid up, royalty-free, exclusive, perpetual, worldwide license to use such Prior Intellectual Property Rights in such manner as the Company may deem fit.

The obligations under this clause shall survive the termination of this contract.

**Non-solicitation**

The Employee undertakes that he shall not, during the course of his employment and for a period of 180 days after his employment with the Company ceases, either personally or through an agent, company or through a partnership or as a shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise (i) except on behalf of the Company, canvass or solicit business or custom for services similar to those being provided by the Company from any person or entity who is customer or client of the Company; (ii) induce or attempt to induce any

customer / client of the Company to cease to be a customer / client, or to restrict or vary the terms of the contract which such customer/client has with the Company or otherwise interfere with the relationship between such a customer/client and the Company; or (iii) induce or attempt to induce any employee of the Company to leave the employment of the Company.

Further, except for the purposes of the business of the Company, he shall not use (either personally or through an agent or otherwise, directly or indirectly) or (insofar as he can reasonably do so) allow to be used any confidential information or any trade name used by the Company, or any other name calculated or likely to be confused with such the trade name used by the Company.

The obligations under this clause shall survive the termination of this contract.

The Employee also undertakes that he does not have an insurance agency or surveyor license and is not conducting insurance activity outside of the Company. He will promptly inform the Company if that changes.

The Employee avers tht provident fund should not be deducted from their salary if not mandatory by law.

Signature

(Signatue)

(Employee)

(Reporting Manager)