

**Gourmet Popcornica LLP**  
**NO DUES FORM**

EMPLOYEE CODE:		EMPLOYEE NAME:		
LOCATION :		DEPARTMENT:		
DATE OF JOINING:		DATE OF RESIGNATION :		
LAST WORKING DATE:				
REPORTING OFFICER:		HOD'S SIGNATURE:		
<b>Department wise Handover if any:</b>				
<b>OWN DEPARTMENT:</b>				
S.No.	Documents/Assets(Please write the Articles name )	Surrendered / Deactivated	Authorized Signatory	Signature's: Head
1				
2				
3				
4				
<b>ACCOUNTS &amp; FINANCE :</b>				
S.No.	Documents/Assets	Surrendered / Deactivated	Authorized Signatory	Signature's: Finance Head
1	Any Imprest (Prior advance)			
2	Travel Advance			
3	OutstandingLoans/ Advances			
4	Any other (Please Specify)			
<b>Comments if any:</b>				

INFORMATION SYSTEM :				
S.No.	Documents/Assets	Surrendered / Deactivated	Authorized Signatory	Signature's : IS Head
1	Laptop Returned			
2	PEN Drive / USB Drive			
3	Any other (Please Specify)			
HUMAN RESOURCE :				
S.No.	Documents/Assets	Surrendered / Deactivated	Authorized Signatory	Signature's : Human Resource Head
1	Notice pay Recovery			
2	Leave Balance			
3	Any Other Recovery or Pay (Please Specify)			
4	Access/ID – Card, uniform, shoes, Visiting Card /Drawer Key / SIM or Any other			

**Address for Communication:**

(For all future correspondence i.e. Full & Final Cheque, Relieving letter etc.)

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Contact Number \_\_\_\_\_

**Declaration**

I hereby agree and acknowledge that all Intellectual Property (including but not limited to copyrights, designs, trademarks, patents, logos) whatsoever in my possession or created by me for industry during the course of my employment with Gourmet Popcornica LLP are exclusive property of Gourmet Popcornica LLP and I shall not, at any time, assert or claim any right or interest thereto. I also agree that if proof of investment is not given at the time of final settlement of dues, the entire income will be taken as taxable.

(Signature of the Employee)

Date