



40<sup>th</sup> Floor, Rufino Pacific Tower,  
Ayala Avenue Corner.V.A.  
Rufino Street,  
Makati City 1226, Philippines  
Phone: (02) 954 - 1512

## Release, Waiver and Quitclaim

I, **DAN MARC QUITON LLANES** of legal age, Filipino, with residence at  
\_\_\_\_\_ declares and state under oath, and agrees, that:

1. I have been employed with **Collabera Technologies Private Limited** until my voluntary resignation from the Company effective on **October 17, 2023**.
2. The Company and its directors, officers and employees have always treated me fairly and courteously and I have no complaints against the Company, and its related companies, shareholders, directors, officers, employees and agents.
3. I have received the sum of Philippine Pesos **34674.63** full, complete and final satisfaction of any monetary and non-monetary claims that I may have against the Company. This payment shall not be taken as a confession and/or admission of liability on the part of the Company. Also to my complete satisfaction, I have received from the Company all money that is due and payable to me, including but not limited to regular salary until **October 17, 2023** and prorated 13<sup>th</sup> month pay, which, in good faith, the Company is disbursing to me.
4. In consideration of the foregoing payments, I hereby release, waive and forever discharge the Company and its related companies, shareholders, directors, officers, employees and agents from any action, whether civil, criminal, administrative or otherwise, or from any claims of any kind, such as, but not limited to wages, separation pay/retirement benefit, overtime pay, night shift differential, leave credits, or from any right or demand whatsoever, in law or in equity, that I may now have or may acquire in the future or that my heirs, executors or administrators may have by reason of any matter, cause or thing whatsoever arising out of or incidental to my employment with the Company or to the cessation thereof.
5. I have no more claims of whatever kind and nature against the Company now and in the future. Likewise, I have no cause of action whatsoever against the Company and its related companies, shareholders, directors, officers, employees and agents in respect of any matter arising out of or incidental to my employment relationship with the Company or to the cessation thereof. Even if I am awarded any claim under any law or any order of competent authority, the consideration mentioned in clause 3 above shall be considered full and final settlement of any and all such claims.
6. I shall not at any time in any manner whatsoever, directly or indirectly, disclose to any person or entity, any information of any kind relating to the businesses or operations of the Company and its related companies, shareholders, directors, officers, employees and agents, including, but not limited to, information concerning their plans, processes or data of any kind which I acquired, learned, and received during my employment with the Company. Furthermore, I shall not at any time in any manner whatsoever, directly or indirectly, disclose to any person or entity, any information of any kind relating to the amounts that I have received or may receive from the Company.

7. I shall not do anything prejudicial to the interests of the Company and its related companies, shareholders, directors, officers, employees and agents. I shall not at any time disparage these persons or make any statement or publication, whether oral or in writing, which does, or is likely to, bring said persons into disrepute or ridicule or otherwise adversely affect their reputation.
8. I recognize the Company's right and authorize the Company to deduct from any sum of money belonging to me during or after my employment, including any sum of money that I may receive under this instrument, any amount that I may owe the Company.
9. If I commit an act contrary to any provision of this instrument, I shall hold the Company and its related companies, stockholders, directors, officers, employees and agents free and harmless from any and all liabilities, and shall pay for all damages suffered by them.
10. I shall render all cooperation to the Company that the Company may deem necessary, and I shall turn over and account for all records, books, money, properties and assets of the Company that are in my possession or have been entrusted to my custody. If I have any confidential or proprietary information of the Company, including, but not limited to, files, customer lists, pricing information, directories, computers, pagers, or data and information stored in a computer in my possession, I shall return them to the Company immediately and in good order.
11. I have personally read this Release, Waiver and Quitclaim and fully understood every word of it and its meaning, and have affixed my signature hereunder voluntarily and freely with the full and complete knowledge of the meaning and intent of this instrument and of my rights under existing laws and rules on equity.

In witness whereof, I have hereunto set my hand, this \_\_\_\_\_ in Makati City.

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**DAN MARC QUITON LLANES**

Signed in the presence of:

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