



Employee Name: _____ Employee Code: _____

Last Date: _____

NO DUES CERTIFICATE

This is to confirm and certify that Mr./Ms. _____ does not have any due with Fifth Generation Technologies India Pvt. Ltd.

Authorized Signatory

Department: Development / Testing / Support / Documentation / HR-Admin / Finance

	YES	NO
a) Allotted task completed	<input type="checkbox"/>	<input type="checkbox"/>
b) Knowledge transfer done	<input type="checkbox"/>	<input type="checkbox"/>
c) Project/ client related documents handed over	<input type="checkbox"/>	<input type="checkbox"/>
d) Project / related backups taken	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Reporting Manager

IT

	YES	NO
a) Enterprise ID- Disabled	<input type="checkbox"/>	<input type="checkbox"/>
b) Email ID - Removed	<input type="checkbox"/>	<input type="checkbox"/>
c) SVN Access - Disabled	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Dept Head

**Admin**

- a) Laptop/ Mobile/ Other Equipment's
- b) Access Card
- c) Library Books

YES☐
☐
☐**NO**☐
☐
☐

Signature of Dept Head**Accounts**

- a) Dues

YES☐**NO**☐

Signature of Dept Head**HR**

- a) Resignation Letter
- b) Approval from the PM
- c) Served the Notice Period

YES☐
☐
☐**NO**☐
☐
☐

Signature of HR