



Company Name: Guru Gowri Krupa Technologies Pvt. Ltd.

Company Address: 14th Floor, Gar Corporation Pvt. Ltd.
SEZ Lakshmi Infobahn SEZ,
Tower-1 Kokapet, Hyderabad- 500075
+91 40- 67638606

Date: 20-Apr-2023

Name of Employee: Sai Velpuri

Emp ID: 101100

Last Designation: Software Engineer

Sub: Relieving from the service of **Guru Gowri Krupa Technologies Pvt. Ltd.**

This has reference to your resignation letter dated **10-Feb-2023**

We hereby accept your resignation. You have been relieved from the service of Guru Gowri Krupa Technologies Pvt. Ltd. effective close of work of **07-Apr-2023**.

We acknowledge and appreciate the contributions that you have made to the organization from **18-Dec-2019** to **07-Apr-2023**.

Please make sure that you have handed over all your documents, assets (e.g., laptop, mobile phone) and the information pertaining to Guru Gowri Krupa Technologies Pvt. Ltd. to concerned people.

During your employment with Guru Gowri Krupa Technologies Pvt. Ltd. you had access to a considerable amount of information that is not generally known outside of Guru Gowri Krupa Technologies Pvt. Ltd. Said information may have included but not limited to business and development plans, technical data such as designs, specifications or algorithms, unpublished financial information such as orders, cost or charge rates, and business practices and procedure as well as personnel and organizational data. It may have been disclosed to you orally or in writing or may be contained in a Guru Gowri Krupa Technologies Pvt. Ltd. product or a third party may have disclosed it to you Guru Gowri Krupa Technologies Pvt. Ltd. under a non-disclosure agreement by virtue of which you may had access to such third-party information. Guru Gowri Krupa Technologies Pvt. Ltd. considers all such information, and any other information that gives Guru Gowri Krupa Technologies Pvt. Ltd. a competitive advantage over others who do not know it as confidential and proprietary irrespective of whether it was specifically marked as such or not.

Further, all inventions and copyrightable works (including software) relating to Guru Gowri Krupa Technologies Pvt. Ltd. business that you created, conceived or reduced to practice alone or with others while you were an employee are the property of Guru Gowri Krupa Technologies Pvt. Ltd. As an employee you have agreed to disclose and assign all such inventions to Guru Gowri Krupa Technologies Pvt. Ltd. and to cooperate with Guru Gowri Krupa Technologies Pvt. Ltd. in any legal formalities necessary to secure those rights, at Guru Gowri Krupa Technologies Pvt. Ltd. expense. Similarly, all documents and materials that were furnished to you as an employee, as well as all records, documents, and materials that you created as an employee, including laboratory notebooks, remain the property of Guru Gowri Krupa Technologies Pvt. Ltd.

Guru Gowri Krupa Technologies Pvt. Ltd.

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CIN: U72200TG2004PTC043685

If you should later discover any such items or copies in your possession that were overlooked, we ask that you forward them to Guru Gowri Krupa Technologies Pvt. Ltd. promptly.

Former employees shall not misuse the name of the company on social media platforms such as LinkedIn, Facebook, YouTube, Twitter, and Snapchat etc., for his or her own benefits and will update their employment status immediately after their exit from the Guru Gowri Krupa Technologies Pvt. Ltd. The Company reserves the right to take legal or any appropriate action against any former employees who are found misrepresenting facts related to their relationship with the Company on socialmedia.

While we naturally assume that you intend to fulfil all your obligations to Guru Gowri Krupa Technologies Pvt. Ltd. faithfully, we thought it best to send this reminder to avoid any possible misunderstandings. We are also enclosing some frequently asked questions concerning Guru Gowri Krupa Technologies Pvt. Ltd. intellectual property and invite you to contact us if you have any questions concerning this letter or your ongoing obligations.

On behalf of Guru Gowri Krupa Technologies Pvt. Ltd. I'd like to thank you for your service and wish you every success in your future endeavors.

For Guru Gowri Krupa Technologies Pvt. Ltd,

Signature Not Verified

JEENA PETER
24.04.2023 19:52
Jeenaa Peter
Sr. Director - Human Resource

IP FAQ's for Departing Employees

The purpose of this memorandum is to answer some frequently asked questions concerning the ongoing obligations of employees with respect to Guru Gowri Krupa Technologies Pvt. Ltd. intellectual property.

What is “proprietary information”? Simply put, Proprietary information is any information in any form that is known or used by a company, and which gives that company an opportunity to gain a competitive advantage over others who do not know or use it. Proprietary information also includes any non-public information that has been shared in confidence with the understanding that it will not be disclosed further. Proprietary information may also be referred to as “trade secrets” or “confidential information”. The slight legal differences are inconsequential.

What are my obligations for proprietary information? As the name implies, proprietary information is legal property as surely as tangible inventory and equipment. As a part of the employment relationship, the law imposes a strict duty on every employee not to use or disclose an employer's proprietary information. No formal agreement is required. A former employee may be held financially responsible for any damage caused by misappropriating information just as for misappropriating any physical asset. In some cases, criminal liability may also result.

How long does this obligation last? The obligation continues for as long as the information concerned remains non-public. Once the information becomes available to you from a source other than Guru Gowri Krupa Technologies Pvt. Ltd. you are free from any further obligation to Guru Gowri Krupa Technologies Pvt. Ltd., unless of course, some other legal restriction such as a patent or copyright governs the use of the information.

What job-related information can I use? You are always free to use all the generalized knowledge and skills that you brought to Guru Gowri Krupa Technologies Pvt. Ltd. or accumulated while an employee. For example, if you are a chemical engineer, you are naturally entitled to use all your engineering knowledge and skills. You are only limited from using the formulas, process and procedures that are known to or used by Guru Gowri Krupa Technologies Pvt. Ltd. and not generally known or practiced elsewhere.

What tangible records may I retain? Any software, documents, or records, including machine-readable data that were furnished to you remain Guru Gowri Krupa Technologies Pvt. Ltd. property. Any software documents or records that you created as part of your job or which contain or reveal any Guru Gowri Krupa Technologies Pvt. Ltd. proprietary information, are also Guru Gowri Krupa Technologies Pvt. Ltd. property and must be returned to the Company. Your issued patents and published works are not proprietary information by definition and you may retain copies for your personal use, subject to the normal patent and copyright limitations.

What are the copyright limitations? The copyright in any written work, including software, visual or audio-visual works that is created by an employee, automatically belongs to their employer at the instant of creation. While you may retain a copy of any published work that you created, you may not make additional copies or prepare another work derived from it by, for example, translating, editing from it, without written permission from Guru Gowri Krupa Technologies Pvt. Ltd.

What are my obligations for inventions? Inventions that relate to any business or research projects of Guru Gowri Krupa Technologies Pvt. Ltd. that were made, conceived, or reduced to practice while an employee and in some cases, for a period of time afterwards, belong to Guru Gowri Krupa Technologies Pvt. Ltd. If you are an inventor under any invention disclosure or patent application, your assistance may be needed to execute documents or prosecute an application. If your assistance is needed, every effort will be made to minimize any inconvenience to you and your new employer.

What if Guru Gowri Krupa Technologies Pvt. Ltd. IP would benefit my new employer? No ethical employer is interested in receiving or benefiting from any intellectual property that they are not entitled to use lawfully. In any event, the likelihood of injunction, money damages and even criminal sanctions make such activities a poor business risk. If you or your new employer believes that any Guru Gowri Krupa Technologies Pvt. Ltd. intellectual property would be useful, the likelihood is that Guru Gowri Krupa Technologies Pvt. Ltd. would be willing to consider an appropriate licensing arrangement that will eliminate any such risk.