



### **NO DUE CLEARANCE FORM**

Please certify that Mr. /Ms. \_\_\_\_\_ Emp. Code: \_\_\_\_\_

Grade: \_\_\_\_\_ Department: \_\_\_\_\_ is not in possession of / or withholding any property of the company nor any outstanding dues to be settled by the said employee.

Date of Joining: \_\_\_\_\_ Date of Resignation: \_\_\_\_\_

Last Date of working: \_\_\_\_\_

#### **For Office Use Only**

Sr. No.	Department		Sign & Date		Addl. Remarks
1	Accounts	Loans, Advances etc.			
2	Legal				
3	Administration	Desktop &/ Laptop, Mobile Handset, Data card/Sim card			
4	Functional Reporting Authority				
5	Head of Department	Any other remarks			
		Notice Period Waiver		Yes / No/ NA	
6	IT	Deletion of Domain ID		Yes / No/ NA	
		Deletion of Email ID		Yes / No/ NA	
		Deletion of Intranet ID		Yes / No/ NA	
		Removal from Group Assets List		Yes / No/ NA	
		Return of Portable Devices(Pendrive/ USB/CD)		Yes / No/ NA	

7	Information Security	Access Card and ID		Yes / No/ NA	
		Deletion of Physical Access		Yes / No/ NA	
8	Human Resources	Removal from HR Master Data		Yes / No/ NA	

Clearance Certificate Handed over to HR on \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

**Declaration:**

I have handed over charge of my duties to

Mr./Ms \_\_\_\_\_ w.e.f \_\_\_\_\_

I also confirm that there is no commitment /liability on my part towards the company.

I agree to keep secret and confidential each and every specification or any or any other data relating to the projects /proposals, which I have received or come across during the course of my association with the various projects/proposals handled by UFO Moviez India Ltd.

My Permanent Address is

\_\_\_\_\_  
 \_\_\_\_\_

Phone No: \_\_\_\_\_

E-mail Id: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_