

End of Employment Compliance Agreement

This Undertaking is made on **27 January 2026**, by **Dhanguard** and between: **Employee Name: Mayoshi Basak**
Position: Sales Executive – Business Setup Consultant

1. Purpose of the Undertaking:

This Undertaking outlines the exit formalities and obligations that the Employee agrees to fulfill upon the termination of their employment with the Company, whether voluntary or involuntary.

2. No Lead Sharing Clause:

The Employee agrees that under no circumstances shall they share any leads, client information, or any data related to Company business with any third parties or competitors, either during or after their employment. This includes but is not limited to:

- Client names and contact information
- Potential leads generated through the Company's resources
- Sensitive business information related to Company processes, clients, and prospects.

Failure to adhere to this clause will result in legal action and potential financial penalties as determined by the Company.

3. Knowledge Transfer Clause:

The Employee agrees to carry out a proper and thorough Knowledge Transfer (KT) to a designated team member or successor before their exit. This includes:

- Transfer of all relevant project details, documents, and resources
- Detailed instructions on ongoing tasks or projects
- Handover of contacts or third-party vendors related to their job functions

The Employee agrees to complete the knowledge transfer process before their final working day to ensure a smooth transition of responsibilities.

4. Lead Reassignment Clause:

The Employee agrees to ensure that all leads under their management are properly reassigned to a designated team member, as directed by the Company. The Employee will ensure:

- Handover of all lead records, correspondence, and status updates Proper documentation of follow-up actions for each lead
- No further personal or professional contact with these leads after reassignment

Failure to comply with the lead reassignment process will result in legal action and forfeiture of any remaining dues.

5. No Contact with Leads Clause:

Upon the termination of employment, the Employee agrees to refrain from contacting any Company leads, clients, or business prospects for any personal or business-related purposes. Any attempt to engage with leads or clients post employment may result in immediate legal action and damages sought by the Company.

6. Non-Disparagement Clause:

The Employee agrees not to make any disparaging, negative, or defamatory remarks about the Company, its employees, management, or business practices. This includes but is not limited to:

1. Verbal or written communication
2. Social media posts or comments
3. Reviews or ratings on any public platforms (e.g., Google, Glassdoor, LinkedIn)

Failure to comply with this clause may result in legal action, with the Company seeking damages for any reputation harm caused.

7. No Negative Reviews Clause:

The Employee agrees not to leave any negative reviews or feedback about the Company on public forums, review websites, or social media platforms. The Employee further agrees that any grievances or concerns related to their employment will be addressed directly through internal Company processes.

8. Data Transfer Clause:

The Employee agrees to transfer all Company-related data, files, and documentation (physical and digital) in their possession before their final day of employment. This includes but is not limited to: Project files, contracts, agreements Customer and lead databases Emails, reports, and other communications related to their role The Employee agrees not to retain any copies (physical or digital) of such data post-employment. Any failure to comply with this clause may result in legal action.

9. Return of Company Property:

The Employee agrees to return all Company property in their possession, including but not limited to:

- Mobile phones, laptops, and accessories (including chargers and bags) Access cards, ID badges, and keys
- Any other Company-issued equipment or materials

Acknowledgment:

I, _____ hereby acknowledge that I have read, understood, and agree to abide by the terms and conditions outlined in this Exit Undertaking. I agree to fulfill all exit formalities as specified, and I understand the consequences of non-compliance.

Employee Signature:

Date: "**January²⁷, 2026**"

Chief Executive Officer : Jyoti Manghwan

Company Representative Signature:

Date:

