



## **ACKNOWLEDGEMENT OF EMPLOYMENT ID AND HEALTH INSURANCE CARDS**

This is to inform every employee of Appedology Pvt. Ltd. has to acknowledge the following mentioned clauses as per our policy:

- If any employee resigns himself or terminated by the management of Appedology Pvt. Ltd., in any or all cases he has to submit his Employment ID Card and Medical Insurance card on his last working day.
- In-case any employee fails to submit his Employment ID Card and Health Insurance card on his last working day under any circumstances, in that scenario all dues of the individual will be held including Salary, Incentives and Bonuses.
- In-case any employee fail's to submit their respective cards on his last working day, in that scenario Appedology Pvt. Ltd. will give him/her a chance of next 05 working days until otherwise all dues will be held without further notifications.
- There will be no exceptions for any senior employee, team manager or department head's.

**I totally understand and agree on the above mentioned policy.**

Employee Name : Kamran Khan

N.I.C : 42301-2376492-7

Department : Administration

Dated : 28-01-2021

Signature : 