

# Hein+Fricke

**HEIN+FRICKE India Technology Services Private Limited**  
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Baner, Pune – 411045,  
INDIA

## IT Exit Form

Doc. No.: IT/02

Rev. No./Date: 01/01-12-2025

Date: \_\_\_\_\_

Emp. Code: \_\_\_\_\_

Name: \_\_\_\_\_

I confirm that I have returned all company-owned IT equipment and agree that all my access has been removed as part of the exit process.

No.	Item Description	Serial No.	Quantity
1			
2			
3			
4			
5			

### IT Department Confirmation

- All assets returned:  Yes  No
- All access revoked:  Yes  No
- Final data backup completed:  Yes  No

Signature of Recipient: \_\_\_\_\_

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