

INCUBATION CENTRE – EXIT POLICY

1. Purpose

This Exit Policy defines the process for **voluntary or involuntary exit** of users/startups from the Incubation Centre, ensuring a smooth and compliant transition.

2. Types of Exit

Exit may occur under the following conditions:

a. Voluntary Exit

- The User chooses to discontinue usage of the incubation facilities

b. Completion Exit

- The startup successfully scales or graduates from the incubation centre

c. Termination by Incubation Centre

- Due to policy violations, misconduct, or non-compliance

3. Notice Period

- A **minimum notice of 30 days** must be provided by the User for voluntary exit
- The Incubation Centre reserves the right to **waive or modify** the notice period in specific cases
- In case of termination due to violations, **immediate exit** may be enforced

4. Clearance of Dues

- All outstanding payments must be **cleared prior to exit**
- This includes:
 - Workspace usage charges
 - Facility usage (meeting rooms, cabins, etc.)
 - Damages or penalties (if any)

5. Handover of Assets

- All issued assets must be **returned in good condition**, including:
 - Access cards / ID
 - Furniture / equipment (if assigned)
- Any damage or loss will be **charged to the User**

6. Workspace Handover

- The workspace must be vacated in a **clean and usable condition**
- All personal belongings, materials, and waste must be removed
- Any modifications made must be **restored to original condition**

7. Data & System Responsibility

- Users must ensure:
 - **Backup of all data** prior to exit
 - Removal of personal/company data from shared systems
- The Incubation Centre is **not responsible for data retention or recovery post-exit**

8. Access Deactivation

- All physical and digital access will be **disabled upon exit**
- This includes:
 - Entry access (RFID/biometric)
 - Wi-Fi / network access
 - System/platform access (if applicable)

9. Confidentiality Obligations

- Users must continue to respect:
 - **Confidentiality of other startups**
 - Non-disclosure of sensitive or proprietary information
- These obligations **continue even after exit**

10. Exit Approval

- Exit will be considered complete only after:
 - Clearance of dues
 - Asset return
 - Final approval from the administration

11. Non-Compliance

Failure to comply with exit procedures may result in:

- Withholding of approvals or certifications
- Additional charges or penalties
- Legal action (if required)

Guiding Principle

Exit responsibly, leaving the space ready for the next innovator.

Acknowledgement (Optional Sign-Off)

I/We agree to comply with the Exit Policy.

Name: _____

Startup Name: _____

Signature: _____

Date: _____