



EMPLOYEE CLEARANCE FORM

SECTION 1 (PE to provide filled form to Employee at least a week before last working day)

Issued by:	Issuance date:	Receiving date:
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Employee #		Employee Name	
Grade		Designation	
Department		Division	
Date of Appointment		Date of Leaving	
Contact Number		Cost Centre	
Contact Address			

SECTION 2 (Employee to get this section cleared before second last working day)

Note for Departments: Please clearly mention status, action taken and outstanding in 'Comments' which should be deducted from employee's final settlement. Write N/A where particulars are not applicable to the departing employee.

Description	Comments	Authorized Person Name	Signature & Date
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INDUSTRIAL RELATIONS DEPARTMENT

Social Security Card			
Fair Price Shop			
Other			

IT DEPARTMENT

Laptop/Desktop Data Clearance			
Email & SAP user account deactivation			
Other			

SUPPLY MANAGEMENT

Central Stores			
Other			

INTERNAL CUSTOMER SERVICES DEPARTMENT

Library			
Workshop			
Other			



EMPLOYEE CLEARANCE FORM

Description	Comments	Authorized Person Name	Signature & Date
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SECURITY

Gate Office			
Other			

OTHER

Telephone			
Electrical			

DEPARTMENTAL HEAD

Company Data/Records			
Business Controller			
Other			



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SECTION 3 (To be filled by OE/PE by end of last working day of Employee)

ORGANIZATION EXCELLENCE DEPARTMENT

Training Bond			
Other			

PEOPLE EXCELLENCE DEPARTMENT

Employee ID/Access Card*			
Health Insurance Card			
SIM**	SIM Blocked: Email Attached:		
Cell Phone			
Laptop	Value:		
Vehicle/Bike***			
Fuel Card*			
HRIT Access (Decibel)			
Other			

HEAD OF PEOPLE EXCELLENCE

Notes for employee:

*Please return your employee, health insurance and fuel card on your last day to PE.

**If you want to transfer SIM to your name you must do the following:

- 1- Ask PE to make NOC letter for you on the day you receive the form.
- 2- Get your last bill cleared and attach the receipt with this form within 5 days.

***To buy back company financed car, you will have to inform PE on the day you receive this form



EMPLOYEE CLEARANCE FORM

SECTION 4

Issued By:	Issuance date:	Receiving date:
	Employee #:	Employee Name:

G/L Account	Particulars	Amount	Signature & Date
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INVENTORY ACCOUNTS

417099	Company Car		
415099	Laptop		

PAYROLL ACCOUNTS

521002	Cycle Loan		
521003	Motorbike Loan		
642001	Salary/HR Advance		
642003	Fair Price Shop		
642004	Eid Advance		
642005	Christmas Advance		
642009	Other Advances		

PURCHASE ACCOUNTS

Note: Please confirm amount payable/receivable from this employee

Vendor A/C _____

371001	Vendor/Imprest		
642012	Other advances		
856007	Others		

TREASURY SECTION

Note: Please confirm amount payable/receivable from this employee

642006	Travelling Advance		
	Fuel Adjustment		

COA/DCOA/ACOA