

Date Received:

## EXIT FORM FOR PERSONAL ASSISTANT / ADMINS

Resigned PA/Admin's Information		Financial Advisor's Information	
<b>Full Name:</b> (as in NRIC/Passport)		<b>Financial Advisor (Recruiter):</b>	
<b>NRIC/Passport No:</b>		<b>PIAS Rep Code:</b>	
<b>Designation:</b>		<b>Designation:</b>	
<b>Hired Date:</b>		<b>Designation:</b>	
<b>Resignation Date:</b>		<b>Designation:</b>	
<b>Last Day in PIAS:</b>		<b>Branch:</b>	
<b>Personal Email:</b>		<b>Branch:</b>	
<b>Contact No:</b>		<b>Branch:</b>	
<b>Reason for Leaving (select one): Voluntary / Involuntary*</b> *If involuntary, please provide reason:			
<b>Access to terminate</b>			
PIAS Email: <input type="checkbox"/> Yes <input type="checkbox"/> No		PIAS email address:	
Docushare: <input type="checkbox"/> Yes <input type="checkbox"/> No		Docushare user ID:	
SOL: <input type="checkbox"/> Yes <input type="checkbox"/> No		SOL ID:	
Others: Eg. Door Access Card			
<b>Remarks</b>			
Remarks / Other items to return / Additional Instruction(s):			
<b>Acknowledgement</b>			
I hereby acknowledge: <ul style="list-style-type: none"> <li>I have submitted my resignation letter and determined my last day in PIAS</li> <li>I have returned all documents and confidential information which is in written or graphic form in my power, possession and control including: <ol style="list-style-type: none"> <li>all printed matter displaying the intellectual property of PIAS;</li> <li>all policies, manuals, literature, lists and personal information of PIAS' Financial Advisors and PIAS' customers including but not limited to all software, documents, financial advisors and customers' personal data and other proprietary information which I obtained as a result of carrying out my duties</li> </ol> </li> <li>I have stop acting as a personal assistant (PA) / Admins to the Financial Advisor</li> <li>I will immediately cease to use any materials containing all of PIAS intellectual property in any manner whatsoever</li> </ul>			
<b>Name of Resigned PA/Admins:</b>		<b>Signature:</b>	<b>Date:</b>
<b>For Official Use</b>			
	<b>Financial Advisor (Recruiter)</b>	<b>Business Development Manager</b>	<b>AMU</b>
<b>Name</b>			
<b>Signature</b>			
<b>Date</b>			