

Offline/IOS Exit Process Checklist

Employee Name:Employee ID:Last Working Day:

Dept.	Company Property to be RETURNED before last working day	Status	Signature
Line Mgr	Transferred RUIM Card	Yes No N/A	
	Transferred test SIM Cards, hardware testing devices such as MTP, CTP, QRD devices, and testing equipment etc. to other team members (For Engineering)	Yes No N/A	
	Proprietary Documents Turned Over to Manager	Yes No N/A	
	All Work Documentation and devices handed over	Yes No N/A	
Admin	Returned Parking Card	Yes No N/A	
	Returned all Keys (office, desk, cabinets)	Yes No N/A	
	Returned Name Cards	Yes No N/A	
	Returned office building card (GTC for Beijing employees, Ali for Shenzhen employees)	Yes No N/A	
Finance	CMB Corporate Credit Card surrendered	Yes No N/A	
	Cash Advance Return	Yes No N/A	
	No EzER Pending Items	Yes No N/A	
	Fixed Assets Handed Over	Yes No N/A	
	Test/Sample Phone Handed Over	Yes No N/A	
IT	Employee on Legal Hold	Yes No N/A	
	Returned Picture ID Badge	Yes No N/A	
	Returned Laptop(s)	Yes No N/A	
	Returned Desktop Computer	Yes No N/A	
	Returned VPN Token	Yes No N/A	
	Returned Docking Station	Yes No N/A	
	Returned Printer/Scanner/Projector/Camera/Monitor	Yes No N/A	
	Returned External Hard Drive	Yes No N/A	
	Returned Computer/Laptop Accessories	Yes No N/A	
	Update Mail List	Yes No N/A	
	Returned Mobile Phone(s) and or Phone card(s)	Yes No N/A	
	Returned Data Card (Broadband)	Yes No N/A	
HR/Generalist	Resignation Notice	Yes No N/A	
	Retention Bonus Repayment Agreement	Yes No N/A	
	Relocation Bonus Repayment Agreement	Yes No N/A	
	Sign-On Bonus Repayment Agreement	Yes No N/A	
	Tuition Reimbursement	Yes No N/A	
	Online Exit Survey Completed	Yes No N/A	
	Termination Certificate handed to the employee	Yes No N/A	
Employee	Received Termination Certificate	Yes No N/A	
	Received Labor Handbook (For Employees with Shanghai Hukou Only):	Yes No N/A	
	Qualcomm Stock: Please log into your E*Trade account to view your current Qualcomm stock plan information. If you hold any stock options, they could expire as early as thirty days after you leave Qualcomm. It is your responsibility to exercise your options prior to the close of NASDAQ on the expiration date. If the expiration date falls on a day that NASDAQ is closed, you must exercise them on the last open market trading day prior to the expiration date. Qualcomm is not responsible for any failure by you to exercise stock options within the time permitted by the applicable Stock Option Agreement and/or Plan. Qualcomm PRC employees may not continue to hold RSU and ESPP shares for more than 30 days after their termination of employment pursuant to China SAFE regulations. Qualcomm’s designated broker will automatically sell vested shares on behalf of any China PRC employee who continues to hold shares beyond this date. Please contact stockgrants@qualcomm.com if you have any questions or concerns about your stock plan information.	Yes No N/A	
	Download and read Payroll and IIT for Termination(Link) Check / update your mobile phone number now to ensure you can access ADP myView in 540 days after termination to check payslips; Learn about salary payment, IIT filing and Specific Additional Deduction arrangement after termination. Be aware of additional IIT in Annual Reconciliation Filing.	Yes No N/A	
	Exit Documents: Exit Survey completed.	Yes No N/A	
DECLARATION BY EMPLOYEE			
I have reported all work-related injuries to the company. I acknowledge that I have either provided to management or Human Resources any work product, documents, notebooks or other data that may be considered company confidential or proprietary in nature.			
Signature	Date		