

STANDARD CHARTERED GLOBAL BUSINESS SERVICES SDN.BHD

Exit Security Checklist

Table of Contents

1.0 General Instructions.....	
2.0 Employee Resignation Checklist.....	
3.0 Employee Resignation Security Procedure.....	
4.0 Employee Declaration.....	

Note:

1. Mandatory to all exiting employees on completing, as this is a critical document for Final Settlement processing.
2. Create a new case and attach the duly completed Exit pack to the same by following steps given below:
 - PeopleSoft > Human Resources > AskHR > Create New case
 - Click on "Add Note or Attachment"
 - Enter file name in Summary field
 - Enter Details field (Optional)
 - Click on "Attach a file"
 - Click on "Browse"
 - Select the Instruction form to be uploaded and click on Upload
 - Click on "Save"

1.0 GENERAL INSTRUCTIONS

1. It is mandatory to all employees to provide the following documents in soft copy on or before Last Working Date to AskHR.
 - 1.1 Completed Exit Checklist & Employee's Declaration
 - 1.2 Acceptance of Resignation Letter
 - 1.3 Staff Resignation Letter
 - 1.4 Inland Revenue Board (IRB) Tax Clearance Letter (if applicable)
2. Your last drawn salary will only be released upon the documents above are completed and are received by AskHR.
3. The effective last employment day (to be agreed between you and your line manager) will be as per PeopleSoft (to be keyed in by line manager). Update your leave details in PeopleSoft immediately after receiving the Acceptance of Resignation Letter.
4. Employee's Exit Pack will serve as a guideline to the following types of exit : -
Voluntary Resignation / Termination Case
 - 4.1 Resignation
 - 4.2 Secondment to Standard Chartered Bank's subsidiaries
 - 4.3 Permanent Internal Transfer (PIT) to Standard Chartered Bank's subsidiaries
 - 4.4 Retirement
 - 4.5 End of Contract
 - 4.6 Part time / Intern
 - 4.7 Mutual Separation Scheme (MSS)
5. Involuntary Resignation / Termination Case:- *(Definition of Involuntary Resignation by Termination Reason as follows)*

<i>Bankruptcy</i>	<i>Business – Redundancy</i>	<i>Business - Sale or Exit</i>	<i>Business voluntary severance</i>	<i>Disciplinary – Attendance</i>	<i>Disciplinary - Failed probation</i>	<i>Mutual consent</i>
<i>Disciplinary - False application</i>	<i>Disciplinary - Failed probation</i>	<i>Disciplinary - False application</i>	<i>Disciplinary – Misconduct</i>	<i>Disciplinary – Performance</i>	<i>Job – Abandonment</i>	<i>Personal – Death</i>

- Exit Checklist (completed with sign off). *Except for Job Abandonment & Personal –Death case; the exit checklist will not be required.*
 - Termination letter
6. Before your last effective working day, please update your personal profile in PeopleSoft, including address, phone numbers and home email address. This information will be used in the event we need to contact you after you leave the Bank and for any purposes related to your employment with us, including alumni events. In the event of a change in your details, or other questions, please contact AskHR.
 7. At Standard Chartered, we believe in being Here For Good and nurturing lasting relationships. In this spirit, we are proud to introduce you to the new Standard Chartered Alumni Network, which is accessible through the www.sc.com website. You can also join the Standard Chartered Bank group on LinkedIn. It's a Group for current and former members of staff. We will send you an invitation to join the LinkedIn group to your home email address.
 8. If you have a query related to exit process, please visit AskHR page on PeopleSoft to get instant answers to your HR queries.

****For Involuntary Resignation case, kindly liaise with your respective HR Business Partner.***

2.0 EMPLOYEE RESIGNATION CHECKLIST

Name :			Bank ID:	
Personal E-mail Address :			Grade :	
No	Item	Status – please Tick ()	Signature	
1	Mandatory information is updated in PeopleSoft	<input type="checkbox"/> Name (First, Middle and Last) <input type="checkbox"/> National ID / NRIC <input type="checkbox"/> Personal Address for future correspondence <input type="checkbox"/> Home Tel. & Mobile No <input type="checkbox"/> Personal E-mail Address	Employee	
2	Other Items for handover (<i>please tick where appropriate</i>) <input type="checkbox"/> Return of premises/safe keys <input type="checkbox"/> Safe Password <input type="checkbox"/> Return of the Company's confidential documents	<input type="checkbox"/> Received <input type="checkbox"/> Not Applicable	Line Manager	
3	Handover Document(s)	<input type="checkbox"/> Completed <input type="checkbox"/> Not Applicable	Line Manager	
4	International Sharesave Scheme (ISS) Withdrawal	<input type="checkbox"/> Withdrawn via PeopleSoft <input type="checkbox"/> Set-up Standing Instruction (SI) (<i>applicable for PIT employee only</i>) <input type="checkbox"/> Not Applicable	Employee	
5	Tax Clearance <i><CP22A for Retirement or Retired Employee on Contract / CP21 for Leaving MY / Expat></i>	<input type="checkbox"/> Completed <input type="checkbox"/> Not Applicable	Employee	Line Manager
6	Delegated Authorities	<input type="checkbox"/> Withdrawn <input type="checkbox"/> Not Applicable	Employee	Line Manager
7	Holder of Power Attorney	<input type="checkbox"/> Notified Legal & Compliance <input type="checkbox"/> Not Applicable	Employee	Line Manager
8	Cost Center (CC) Ownership <i>* If yes, please complete the CC Ownership Transfer Form with approval and pass to Finance</i>	<input type="checkbox"/> Notified Country Finance <input type="checkbox"/> Not Applicable	Employee	Line Manager
9	System IDs Termination Request	Line Manager must ensure : <input type="checkbox"/> The leavers' access to the applications, systems & emails been terminated on the employees' last working day <input type="checkbox"/> For PIT / transfer Cross Border to GBS/SCB; their emails access been down-graded	Line Manager	
10	Work Permit Cancellation	<input type="checkbox"/> Completed <input type="checkbox"/> Not Applicable	Employee	
11	Identity Card	<input type="checkbox"/> Security Identity Card <input type="checkbox"/> Security Access Card <input type="checkbox"/> Employee Lanyard	PROPERTY	
12	Travel Advance	<input type="checkbox"/> Not Applicable <input type="checkbox"/> No outstanding <input type="checkbox"/> Recovery amount _____	FINANCE	

3.0 - EMPLOYEE RESIGNATION SECURITY PROCEDURE

We confirm that the following information is completed and accurate to the best of our knowledge :
(Complete the relevant sections only)

A. The employee has surrendered the following :-

Laptop Return RMS # _____ to IT POOL	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Model : _____ (eg. E4300/E4310/E6400/E6410)	Serial #: _____
		Accessories:- <input type="checkbox"/> Ac Adapter <input type="checkbox"/> Bag/backpack <input type="checkbox"/> Mouse <input type="checkbox"/> Cable Lock <input type="checkbox"/> LAN Cable <input type="checkbox"/> Softphone	
Justification/comment in the event Laptop is not return to IT POOL			

Desktop Return RMS # _____ to IT POOL	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Model : _____ (eg. 760DT/780DT/790DT)	Serial #: _____
		Accessories:- <input type="checkbox"/> LCD Monitor <input type="checkbox"/> Mouse <input type="checkbox"/> Keyboard <input type="checkbox"/> LAN Cable	
Justification/comment in the event Desktop is not return to IT POOL			

Iphone Return RMS # _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Model: _____ (eg. Iphone 4/4S/5)	Serial #: _____
Full Iphone Accessories returned?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Charger <input type="checkbox"/> USB Cable <input type="checkbox"/> Earphone	
Iphone SIM Card/mobile #:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
Mobile Phone/SIM Card/mobile #:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
Remarks			

CSS Dept signature:	Name: PSID: Designation:
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* For further queries, please send an email at: **TSS MY Global Shared Services**

4. 0 EMPLOYEE DECLARATION

1. I agree and accept that Standard Chartered Global Business Services Sdn.Bhd reserves the right to suspend any payments or benefits due to me pending inquiries into any discrepancy that may be discovered.
2. Your last drawn salary less the following deductions pursuant to clause 11.3 of your contract of employment will only be released upon the documents above are completed and are received by AskHR –
 - a) overutilization of annual leave in excess to the staff entitlement;
 - b) overutilization of medical expenses in excess to the staff entitlement;
 - c) bond;
 - d) Cash Advance;
 - e) short notice period;
 - f) any other liabilities owing to Standard Chartered Global Business Services Sdn.Bhd*Should you have any outstanding debts or loans due to any Group Company and as required under clause 11.3 of your contract of employment, please contact the relevant SCB entity regarding your repayment of the said debts or loans to the SCB entity.*
3. I agree that should the Company discover post settlement (item 2 above) of other outstanding debts or loans due to any Group Company, the Company reserves the right to demand immediate settlement of such owing from me
4. I have read and understood all my responsibilities as an ex-employee of the Bank.

EMPLOYEE'S SIGNATURE

DATE :

Information Security

We would like you to be aware of information security measures for leavers that have been implemented as part of our efforts to prevent data leakage and protect the Bank's and customers' data. We will not hesitate to take firm disciplinary action, including terminating employment, filing legal action and notifying local law enforcement authorities, against employees who knowingly breach our Group Standards.

As a Bank employee, what do you need to be aware of?

- Data leakage is any unauthorized distribution, copying, printing or emailing of Bank / client data. It includes but is not limited to:
 - Emailing / forwarding of files or emails to any personal or non-Bank email address
 - Uploading data to external sites
 - Saving any emails / files to an external device like USBs, etc
- Data leakage may breach banking secrecy, privacy, and/or other regulations and laws, resulting in disciplinary action, criminal sanctions or prosecution.
- During an employee's notice period, USB access and exception requests will not be granted / approved for any employee leaving the Bank.
- Please familiarise yourself with the Bank's policies and procedures so as to avoid any data leakage. Please refer to the following for further information
 - Group Code of Conduct <https://thebridge.zone1.scb.net/docs/DOC-16523>
 - End User Security procedure (EUSP) <https://thebridge.zone1.scb.net/docs/DOC-4185>
 - GIS Tips (GISTs) – How to classify and handle Bank data <https://thebridge.zone1.scb.net/docs/DOC-17575>
 - Acceptable Use and Monitoring Notice for Group Systems: <https://thebridge.zone1.scb.net/docs/DOC-28510>
 - Acceptable Use and Monitoring Notice for Group approved mobile devices <https://thebridge.zone1.scb.net/docs/DOC-38971>

Need help?

Should you have any specific questions on DLP or access controls, please write to the [GIS DLP team](#). For questions on related HR processes, you may raise a case in AskHR.

Thank you for helping to uphold our standards of data protection and your support in this sensitive matter.

It is critical that you complete a Handover Letter in line with the [Group's Handover Procedure](#)

<http://riskpod.zone1.scb.net/Lists/Procedures/DispForm.aspx?ID=55>