

## HUMAN CAPITAL TERMINATION CHECKLIST

Managers are to ensure this form has been duly completed and signed and that all property of African Bank has been returned. Final salary payment is subject on receipt of this document.

**Employee Name:** KUDZANAI GOMERA **Employee Number:** \_\_\_\_\_

**Forwarding address:** 34 MEEU STREET BIRCH ACRES KEMPTON PARK

(Verify address information so that final payslips and IRP5's can be forwarded to you)

RESPONSIBILITY OF MANAGER	YES / NO	COMMENTS
Did the employee return all keys and stationary?	YES	
Did the employee hand over his/her Petty Cash?	N/A	DID NOT HAVE
Did the employee return all African Bank equipment in his/her your possession:		YES
Cell phone / Simcard accessories	NO	DID NOT HAVE
PC / Laptop / 3G accounted for	NO	DID NOT HAVE
Access card returned	YES	
Telephone headset returned	NO	DID NOT HAVE
Uniform accounted for	NO	DID NOT HAVE
Did you ensure all leave records are up to date?	YES	
Did the employee receive a Relocation Agreement?	NO	
Was the employee on Maternity leave in the last year?	NO	
Other (anything payroll needs to recover from last salary)	NO	
RESPONSIBILITY OF EMPLOYEE	YES / NO	COMMENTS
Have you terminated African Bank as your employer on all Social Media platforms?	YES	
Do you have an African Bank loan?	NO	
Do you have a Bursary or study loan with the Bank?	NO	

\_\_\_\_\_  
**Manager Signature:**

05/28/2020  
**Date :**

