

# Termination / Resignation Checklist

Employee Name: KNOWLEDGE MAKAMU Employee Code: INT285  
 Department: FORWARDING & CLEARING Signature: [Signature]  
 Position: INTERM F&C  
 Last day of work: 05/06/2023

## A. LINE MANAGER

Hand over done	yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Comments: Hand over done and all is well.

Name: Nontundo Bhengu Signature (Line Manager): [Signature] Date: 05/06/2023

## B. Human Resource Department

	Yes	No
HR notified of upcoming termination		
Disabled access to VIP system		
Disabled access to ESS system		

Comment: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## C. IT Department

Assets Returned		
	Yes	No
Laptop / PC	<input checked="" type="checkbox"/>	
Laptop Bag		
Charger	<input checked="" type="checkbox"/>	
3G	<input checked="" type="checkbox"/>	
The above equipment received in working order	<input checked="" type="checkbox"/>	

Access Information: Remove employee's name from		
	Yes	No
Disable user account		
E mail group lists		
Distribution lists		
Active Directory		
SMS / Indicium		
JDE / AX		
Flow Centric		
ERMS		

Comments: \_\_\_\_\_

Name: Mmuthapelo Sekgala Position: IT Administrator.

Signature: [Signature] Date: 05/06/2023

## D. Finance Department

Comments: \_\_\_\_\_

Name: Hilda Shubany Position: \_\_\_\_\_

Signature: [Signature] Date: 05/06/23