## **Guide to India Termination Process Exit Clearance Form**



Last Day of Service:   Last Day in Office:	Name:			Workday Emp ID:		
Exiting Associate: Work with your Manager and the listed Person-In-Charge (PIC) to ensure completion before your last day in office. You or your Manager must return this form to your local HRG to close all exit formalities. You must complete all tasks as appropriate below. Any question, email HROPS a HROpsindia @firstdata.com.au.  Manager: Kick-start the process immediately. You are responsible for ensuring this process is complete.  REPORTING MANAGER  a. Terminate IMMEDIATELY in Workday – My Team	Department:			Manager Name:		
before your last day in office. You or your Manager must return this form to your local HRG to close at exit formalities. You must complete all tasks as appropriate below. Any question, email HROPS at HROpsindia @firstdata.com.au.  Manager: Kick-start the process immediately. You are responsible for ensuring this process is complete.  REPORTING MANAGER  a. Terminate IMMEDIATELY in Workday – My Team    "N.A.   Yes   No (Full approvals received:	Last Day of Service:			Last Day in Office:		
a. Terminate IMMEDIATELY in Workday – My Team    Sefer to Workday Essentials for steps on Termination.   MGR Name:	before your <u>last day in office</u> . You or your Manager must return this form to your local HRG to close exit formalities. <b>You must complete all tasks as appropriate below.</b> Any question, email HROPS				G to close all	
a. Terminate IMMEDIATELY in Workday – My Team    *N.A.   Yes   No (Full approvals received:	Manager: Kick-start the process immediately. You are responsible for ensuring this process is complete.					
Refer to Workday Essentials for steps on Termination. *International transfer? Do not terminate. Please consult HR.  b. Create transition plan  C. Confirm final leave plan and last day in office  Leave plans and encashment, if any, is subject to approval.  d. Clear all timecard and leave requests in Workday or ADP eTime  e. Delete all company apps from Corporate or Personal device (BYOD)  f. Email forwarding and/or Mailbox access    N.A.   Yes   No (Date completed:)   Email account is deactivated automatically upon last day and a fully-approved termination in Workday.    Original Fisery Associates     Approach HR for Mailbox Access Request form and complete it at least one week before employee's departure. Access period is up to a maximum of 3 months from the termination date.    Original First Data Associates     For mailbox access, please read the policy before raising	REPORTING MANA	AGER				
c. Confirm final leave plan and last day in office    N.A.   Yes   No (Last day in office:			Refer to Workday Essentials for steps on <u>Termination</u> .			MGR Name:
and last day in office  Leave plans and encashment, if any, is subject to approval.  d. Clear all timecard and leave requests in Workday or ADP eTime  e. Delete all company apps from Corporate or Personal device (BYOD)  f. Email forwarding and/or Mailbox access    N.A.   Yes   No (Date completed:)   Email account is deactivated automatically upon last day and a fully-approved termination in Workday.    Original Fiserv Associates     Approach HR for Mailbox Access Request form and complete it at least one week before employee's departure. Access period is up to a maximum of 3 months from the termination date.    Original First Data Associates	b. Create transition plan		□ N.A. □ Yes □ No (Handing over to:)			
requests in Workday or ADP eTime  e. Delete all company apps from Corporate or Personal device (BYOD)  f. Email forwarding and/or Mailbox access    N.A.   Yes   No (Date completed:)						
from Corporate or Personal device (BYOD)  f. Email forwarding and/or Mailbox access    N.A.   Yes   No (Date completed:) Email account is deactivated automatically upon last day and a fully-approved termination in Workday.    Original Fisery Associates	requests in		□ N.A. □ Yes □ No (Date completed:)			
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<ul> <li>Original First Data Associates</li> <li>For mailbox access, please read the policy before raising</li> </ul>		nd/or	Email account is of fully-approved term  Original Fisery A  Approach HF complete it a departure. A	leactivated automatically mination in Workday.  ssociates  R for Mailbox Access Ret least one week before access period is up to a result in the second control of the second co	quest form and employee's	
Signature			<ul><li>Original First Data</li><li>For mailbox a</li></ul>	ta Associates access, please read the	policy before raising	Signature

END USER COMPUTING / IT SUPPORT					
a.	a. Collect all IT items  □ N.A. □ Yes □ No (Date completed:  May include: laptop (may be more than 1), desktop, display, head set, printer, keyboards, mice, power, batteries, CD/DVD, VPN, iPad, etc. For corporate mobile, pass to OFSV Admin.		Na	ame of PIC:	
b.	Deactivate office telephone and refresh voicemail	□ N.A. □ Yes □ No (Date completed:)			
other system accesses		□ N.A. □ Yes □ No (Date completed:) List down:			
d.	Process final Clarity timesheet(s)				
e.	Terminate product access/ bank tokens (e.g. DBS / Citibank)	nk tokens (e.g. DBS /		gnature	
FII	NANCE / ACCOUNTING				
a.	Housing Deposit and Loans	□ N.A. □ Yes □ No (Date collected:	_)	Name of PIC:	
b.	Process final T&E claims	□ N.A. □ Yes □ No (Payment date:	_)	Signature	
OF	FICE ADMINISTRATION				
a.	Clean desk/ furniture	□ N.A. □ Yes □ No (Date completed:	_)	Name of PIC:	
b.	Collect office keys	□ N.A. □ Yes □ No (Date collected:  May include: keys - room, pedestal, filing cabinet, desk, etc.	_)		
C.	c. Collect corporate credit card □ N.A. □ Yes □ No (Date collected:		)		
d.	Collect and terminate corporate mobile plan (Reminder: clear all apps)	□ N.A. □ Yes □ No (Date completed:	_)		
e.	Terminate Car Park Lot	□ N.A. □ Yes □ No (Date completed:	_)	Signature	

SECURITY				
a.	Collect Staff ID badge	□ N.A. □ Yes □ No (Date completed:)	Name of PIC:	
b.	Collect building/parking card	□ N.A. □ Yes □ No (Date completed:)	Signature	
нι	JMAN RESOURCES			
a.	<ul><li>Explain final salary payout</li><li>Vacation leave</li><li>Sales incentive plan</li><li>Tax clearance</li></ul>	□ N.A. □ Yes □ No (Payment date:)  HR and/or your manager will provide information on your final salary and retirement, if applicable, by email or face-to-face.	Name of PIC:	
b.	Restricted Stock Unit (RSU)/ Employee Stock Purchase Plan (ESPP)  Refund if in-quarter  BAML/Fidelity fees	□ N.A. □ Yes □ No (Date informed:)  Post-termination, your BAML/Fidelity account will remain active and you may be responsible to pay all relevant fees. Contact BAML or Fidelity directly to find out more.		
c.	Redeem Living Proof / Own It Honors	□ N.A. □ Yes □ No (Date completed:)		
d.	Terminate insurance	□ N.A. □ Yes □ No (Date informed insurer:)		
e.	Terminate work visa/pass	□ N.A. □ Yes □ No (Date completed:)		
f.	Post Termination Reminder	□ N.A. □ Yes □ No (Date completed:)  Exiting associate are reminded to abide by the non-confidentiality, no-compete and non-solicitation clauses in contract post termination.	Signature	

## **DECLARATION BY EXITING ASSOCIATE**

I certify that I have returned this exit clearance form completed with my and Manager's sign-offs. I confirm that I have returned all property in my possession (whether or not containing confidential information) including but not limited to electronic medic storing information or materials belonging to the Company, drawings, notes, reports, and other documents, belonging to the Company.

Associate Signature:		Date Signed by Associate:				
Manager Signature:		Date Signed by Manager:				
Future Contact Details:	Personal Email Address:  Mobile Phone No. (country code + number):  Mailing Address:  Before leaving the office, you must complete above. Also, check and update your personal details via Workday before leaving.					
Final Payment Date:						
Associate's Bank Account for Final Payment: Indicate if no change to current HR record:	Branch Code: (may not be required for some bank accounts)					
Final HR Signature:		Date Signed by HR:				