

## EXIT CLERANCE FORM

Full Name: WD ID: Division: Last Working Day: Work Employee's mail: Line manager's mail: 

Facilities Vật dụng	Quantity Số lượng	Status Tình Trạng	Verifier Người Nhận	Confirmation Xác Nhận
1. Confirmation of F&A / Xác nhận của F&A				
Advanced Payment (If any)				Approved
Pending Debt Invoice/docs (if any)				Approved
2. Surrender the following to COS / Bàn giao cho COS				
Taxi & Grab				Approved
Access Card/Thẻ Ra vào				Approved
3. Surrender the following to IT / Bàn giao các thiết bị sau đây cho IT				
IT Equipment & Assets/ Terminate user account on ServiceNow				Approved
4. Surrender the following to HR / Bàn giao cho HR				
LOMA study debt (if any)				Approved
Temporary Resident Card (applicable only to Expat/Assignee)				Approved
Sign-On Bonus (if any)				Approved
Personal loans debt (if any)				Approved

Credit Card (if any)

Approved

Employee's Confirmation

Manager's Confirmation

Approved

Approved

If you wish to receive the E-Exit Clearance form after completion, please provide your personal email address:

nguyenngocnguyen.rtc@gmail.com