

## 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)				2110 145 true Approved
Pending Debt Invoice/docs (if any)				2111 145 true Approved
2. Surrender the following to COS / Bàn giao cho COS				
Taxi & Grab				2108 145 true Approved
Access Card/Thẻ Ra vào				2109 145 true Approved
3. Surrender the following to IT / Bàn giao các thiết bị sau đây cho IT				
IT Equipment & Assets/ Terminate user account on ServiceNow				2107 145 true Approved
4. Surrender the following to HR / Bàn giao cho HR				
LOMA study debt (if any)				2112 145 true Approved
Temporary Resident Card (applicable only to Expat/Assignee)				2113 145 true Approved
Sign-On Bonus (if any)				2114 145 true Approved
Personal loans debt (if any)				2115 145 true Approved
				2116 145 true

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: