



EMPLOYEE FINAL CLEARANCE FORM

SECTION A

MR / MRS / MISS Kinyua Victor Mwani will leave/ has left the service of Quatrix Limited with effect from July 21st 2023. Please confirm that he /she has surrendered / returned all the company's property issued from your department. All working tools (e.g Staff Badge, and accessories) must be handed over.

SECTION B

(Clearance from various departments, handover of all documents and any other information concerning the business)

1. Operations Department

Remarks CLEARED - OPERATIONS - DEPT.

Name Jeffrey M. Mwanu

Signature [Signature]

Date 26/07/2023

2. Business Development

Remarks Cleared

Name ALEX LIMO

Signature [Signature]

Date 26/07/2023

3. Technical Department (Staff Badge & Reflector jacket)

Remarks

He has been cleared by the IT Department

Name: **KIHU KIRAGU**

Kihu Kiragu

24 July 2023

4. Finance Department (Advances & any money owed to the company)



Remarks _____

Name Robert Maganda Signature [Signature] Date 02/08/2023

5. Human Resource Department (Exit Interview, Final Dues)

Remarks _____

Name _____ Signature _____ Date _____

SECTION C

Employee's section

I Kingya Victor Mwa ID.No 34883127 hereby
certify that I have duly submitted and returned all company items in my custody and cleared
by the relevant departments. Upon separation and clearance I understand that I have an
ongoing responsibility to maintain the confidentiality of the company information to which I may
have had access to during employment.

By signing this form I declare that nothing is owed to me by **Quatrix Limited**.

DATE 02/08/2023

SIGNATURE [Signature]

This is to hereby certify that the company has cleared/dismissed the above-named former
employee having submitted all items assigned to him/under his custody including (keys, tools,
and documents) with effect from.

DATE _____

CHIEF EXECUTIVE OFFICER _____

SIGNATURE _____