HIGH RISK TERMINATION FORM

Legends: Supervisor has to update

User has to update

HIGH RISK TERMINATION FORM

Employee Leaving < RBC >

Employee Name:		**Employee No:**	
NT Login id (Capgemini):		**< RBC > LAN ID:**	
Date of Joining Organization:		**Date of Joining < RBC >:**	
Role:		**Date of Release from < RBC >:**	
Project ID		**Project Name:**	

	Remarks (Include corresponding details in this column)	**Signature**
Project / Function / Group Head's clearance(Sign by Manager) • Whether all Project related Documents and assetsare handed over: • Raised a request with the client for deletion of CitrixID and revoke application access. • RBC LAN id revocation done: ☐Yes ☐ NO		
Desktop/Laptop Release clearance (Sign by PMO team) • Asset Tag #: • Serial #: • My Remote PC Removal Ticket Number raised: • RBC Desktop Surrender Ticket Number raised: Premium Ticket Retire Confirmation given by Manage ☐Yes ☐ NO		
Desktop/Laptop Release clearance (Sign by PMO team) during COVID-19 BCP working • Asset Tag #: • Serial #: • CG Laptop Surrender Ticket Number raised: • Premium Ticket Retired Confirmation ☐Yes ☐ NO		
Seat Release clearance (Sign by PMO team) • Workstation # /Cubicle #: • Building, Wing name and Floor of cubicle:		
Net Administration Clearance(Sign by Goss team) • RBC desktop released: ☐Yes ☐ NO • Others if any, please specify:		
Administration Clearance(Sign by Icres team) Collected Access Card**:** ☐Yes ☐ NO Revoked Access Card **:** ☐Yes ☐NO		

Employee Signature : **<<** **>>**

All access provided to the individual in form of SVN / TFS / CVS are to be removed & any tangible material provided in the form of hard copies to be retrieved.

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