

Internal Clearance Form

Date of Initiation:

Full Name : Mohammad Ghazali

Job Title : Technician - Chiller

Employee Code : 6465

DOJ : 14-08-21

Last working day

Department : Maintenance - General

Business Unit : QFM

Reporting to : Mr. Abdul Aziz

Date of leaving :

| Particulars | Condition Of Return | Recoveries If Any | Charge Taken By | Signature Of Head Of Department |
|--|--------------------------------|-------------------|-----------------|---|
| DEPARTMENT • Files/Register/Documents • Manuals • Tools • Safety Equipment | | NR | | M.M |
| IT • Computer / Laptop • Flash Drive • Email ID Deactivation • Mobile Handset • Sim Card • Telephone • ERP login | | NR | | |
| WORKSHOP • Vehicle • Traffic Violation | | NR | | |
| PROCUREMENT • Fuel tag | | NR | | |
| STORES | — | — | — | For ✓ |
| HR/ADMINISTRATION • Company Accommodation • Health Card • Insurance Card • Employee ID Card • Legal Case | | NR | | 20/08/2024 25/07/2024 Exit ticket not required |
| FINANCE • Advance • Company Loan • Company Credit Card • Any Other • Bank Related ○ Personal Loan ○ Credit Card | 3 - M A 2024 and 25/07/2024 | | | |

Signature (Employee): -

Unit - HR: -