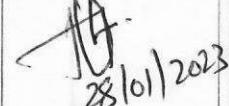
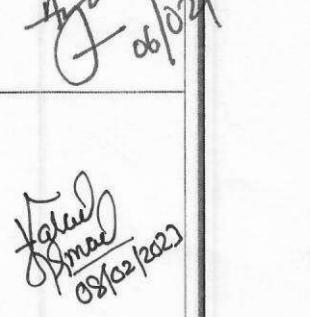


Internal Clearance Form

Date of Initiation: 28 - 01 - 2023

| | | | |
|--------------|---------------------------------|------------------|------------------|
| Full Name | : Abdulaziz Omani Fujo | | |
| Job Title | : Labour | Employee Code | : 6449 |
| DOJ | : 08 - 07 - 2021 | Last working day | : 09 - 02 - 2023 |
| Department | : Operations - CS | Business Unit | : GUC |
| Reporting to | : Imran Khan (Asst. Manager-CS) | Date of leaving | : 09 - 02 - 2023 |

| Particulars | Condition Of Return | Recoveries If Any | Charge Taken By | Signature Of Head Of Department |
|----------------------------|-------------------------|-------------------|-----------------|-----------------------------------------------------------------------------------------------------|
| DEPARTMENT | | | |  28/01/2023 |
| • Files/Register/Documents | | | | |
| • Manuals | | | | |
| • Tools | | | | |
| • Safety Equipment | | | | |
| IT | | | | |
| • Computer / Laptop | | | | |
| • Flash Drive | | | | |
| • Email ID Deactivation | | | | |
| • Mobile Handset | | | | |
| • Sim Card | | | | |
| • Telephone | | | | |
| • ERP login | | | | |
| WORKSHOP | | | | |
| • Vehicle | | | | |
| • Traffic Violation | | | | |
| PROCUREMENT | | | | |
| • Fuel tag | | | | |
| STORES | | | | |
| HR/ADMINISTRATION | | | | |
| • Company Accommodation | | | | |
| • Health Card | | | | |
| • Insurance Card | | | | |
| • Employee ID Card | | | | |
| • Legal Case | | | | |
| FINANCE | | | | |
| • Advance | | | | |
| • Company Loan | | | | |
| • Company Credit Card | | | | |
| • Any Other | | | | |
| • Bank Related | | | | |
| ○ Personal Loan | | | | |
| ○ Credit Card | | | | |
| | — No loans & Advances — | | |  09/02/2023 |

Signature (Employee): -

Unit - HR: -

Zuhair