



STAFF EXIT CLEARANCE CERTIFICATE

DETAILS:

IGBOKWE GODWIN ANAYO

(Surname First, then other names)

STAFF ID NO **FP0397** DESIGNATION **SOFTWARE DEVELOPER**

DEPARTMENT **ICT** LOCATION **LAGOS**

EMPLOYMENT START DATE: **JULY 1ST 2019** DATE OF RESIGNATION **25TH MAY 2020**

SIGNATURE: 

Completion of this form does not amount to acceptance of resignation & except this form has been submitted to relevant parties for approvals and to the HR, the resignation letter is deemed not conclusive.

APPROVAL/AUTHORISATION

INVOLVED AUTHORITY	ISSUES CONFIRMED BEFORE SIGNING	YES/NO	NAME	SIGNATURE & DATE
UNIT COORDINATOR/ SUPERVISOR/ TEAM LEAD	Proper Handover note done			
	Completed Handover process (Knowledge transfer)			
	If all sensitive information and data have been expunged from the system			
GROUP HEAD	Staff has completed Handover process to relevant parties			
INFORMATION COMMUNICATION TECHNOLOGY	1. Return Company's laptop, flash drive, modern in good order			
	2. If all sensitive information and data have been expunged from the system			
	3. Deny access to outlook and other email source.			
OPERATIONS	1. There is no unresolved payments/remittance granted or handled by the exiting officer.			
FINANCE	Confirm that:			
	1. Any running Loan (attach evidence as it applies)			
	2. Any running outstanding payment			
ADMIN	3. Receipt of Cheques on payment where it apply.			
	1. Ensure that staff has been deleted from outlook -mail sign on.			
	2. Return of company's asset -Car, Car Keys, Laptop, Flash Drive, Phones, Office keys etc			
LEGAL	3.			
	1. Does the staff have any running loan?			
	2. Does the PFA have the title documents that serve as collateral?			
	3. If his existing grantors can still grantee him?			
	4. If ex staff paid down on the loan?			
	5. Signed agreement on payment procedure where it applies.			



COMPLIANCE & AUDIT	Confirm that:			
	1. Disable system access right			
	2. Staff has been removed from the PFA's authorized signatories.			
	3. Other issues pending against staff in the Branch or Unit (investigations, Customers/ staff complaints etc)			
HUMAN RESOURCES	4. Outstanding payment			
	Confirm:			
	1. Advise to Staff on Terminal Financial position and all indebtedness paid?			
	2. In the receipt of the PFA's property as identified above			
	3. Any pending matter			
	4. Confirmed that Hospital has been notified of the staff's exit.			
	5. Outstanding debit/credit payment between PFA and Staff.			
	6. Return of ID card and complete Handover note			

THANK YOU FOR YOUR COOPERATION AND BEST WISHES.



EXIT INTERVIEW FORM:

NAME OF STAFF IGBOKWE GODWIN ANAYO EFFECTIVE DATE OF EXIT 25/05/2020

STAFF ID NO	EMPLOYMENT DATE & GRADE	RESIGNATION DATE & GRADE	CONTACT PHONE & PERSONAL EMAIL	CONTACT ADDRESS
FP0397	01/07/2019	25/05/2020	07083761466 Flexy_dea@yahoo.com	8 Suzan orji street, Royal View Estate Ikota, Lekki.

DEPARTMENT AT POINT OF RESIGNATION: ICT

DISCUSSION WITH YOUR LINE MANAGER? YES ☐ NO ☒

WHATS WAS YOUR ATTRACTION TO FIDELITY PENSION MANAGERS LIMITED?

BRAND IMAGE	CAREER CHANGE	PAY RANKING
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WHAT PROMPTED YOUR DECISION TO LEAVE THE PFA? TICK APPROPRIATE ANSWER(S) IF ANY ONE APPLIES?

STRESS <input checked="" type="checkbox"/>	RETIREMENT
RELOCATION ABROAD	SALARY DISSATISFACTION
ILL HEALTH	CHANGE /BREAK
TRAINING/CAREER DEVELOPMENT	WORK ENVIRONMENT <input checked="" type="checkbox"/>
DISSATISFACTION <input checked="" type="checkbox"/>	POLITICS

WHAT WOULD YOU CONSIDER AS THE STRENGTH AND WEAKNESS OF THE COMPANY

STRENGTH(S) :	WEAKNESS (ES):

IS THERE ANYTHING THAT WOULD HAVE ENCOURAGED YOU TO STAY WITH THE PFA LONGER?

YES ☒ NO ☐

WILL YOU LIKE TO BE RE- EMPLOYED BY THE COMPANY IF GIVEN THE OPPORTUNITY?

YES ☐ NO ☒

WHAT IS THE NAME OF YOUR NEW EMPLOYER? -----

DESCRIBE THE TYPE OF ORGANIZATION YOU ARE MOVING TO

PENSION	BANKING
COMMUNICATION	GOVERNMENT ESTABLISHMENT
OIL/GAS SECTOR	MANUFACTURING
NGO	SELF EMPLOYMENT

WHAT IS YOUR PARTING ADVICE TO THIS COMPANY? I advise the company should do a private survey on staffs to monitor their work environment, mental health and performance. I also advise the company should look into work relationship between group leaders and their subordinates.

28/05/2020
SIGNATURE AND DATE OF STAFF

SIGNATURE AND DATE OF SUPERVISOR