|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | **Emp. No.** | **Dept:** |  |
| **Job Title:** |  |  |  |
| **Reason for Work Handover :** Vacation Transfer  End of Employment  Others : | | | |
| **Taken over by:** | **Emp. No.** |  | |

**Guideline**: This form must be filled and completed before releasing the Employee and a copy of this must be attached with the Employee Clearance form. The employee should include all relevant files, documents and materials relevant to the work / task being turned over to the person as directed by his supervisor. Extra pages may be used as required.

# Any task(s) which are pending or under progress at time of handover:

|  |  |  |
| --- | --- | --- |
| **No.** | **Task(s)** | **Status** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
| **6.** |  |  |
| **7.** |  |  |
| **8.** |  |  |
| **9.** |  |  |
| **10.** |  |  |
| **11.** |  |  |
| **12.** |  |  |
| **13.** |  |  |
| **14.** |  |  |
| **15.** |  |  |
| **16.** |  |  |

**Note :** For pending task(s), provide the reason (e.g. pending approval etc.)

# Binder / Box File / Document / Reference



|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Binder/Box File/Document** | **Short Description** | **Location** |
| **1.** |  |  |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |
| **7.** |  |
| **8.** |  |
| **9.** |  |
| **10.** |  |
| **11.** |  |
| **12.** |  |
| **13.** |  |
| **14.** |  |
| **15.** |  |
| **16.** |  |
| **17.** |  |
| **18.** |  |
| **19.** |  |
| **20.** |  |

1. **Electronic Files**



|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **File Name** | **Short Description** | **Location** |
| **1.** |  |  |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |
| **7.** |  |
| **8.** |  |
| **9.** |  |
| **10.** |  |
| **11.** |  |
| **12.** |  |

1. **Passwords:**



|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **System** | **Password** | **Location** |
| **1.** |  |  |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |

1. **Financial Commitments if any**



|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Commitment** | **Amount** | **Remarks** |
| **1.** |  |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

1. **Company Assets (Inventory of Tools, Equipment etc.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Description** | **Qty** | **Remarks** |
| **1.** |  |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

**ACKNOWLEDGEMENT**

Handed over / Taken over above stated items:

|  |  |  |
| --- | --- | --- |
| **Handing over employee** | **Taking over employee** | **Witness: (Dept. Head)** |
| Signature: | Signature: | Signature: |
| Emp.No. | Emp.No. | Name: |
| Date | Date: | Emp.No.: |
|  | | Date |