

Company Logo Here

JOINER / LEAVER ASSETS CHECKLIST

EMPLOYEE'S NAME : _____

DESIGNATION : _____

DEPARTMENT : _____

NO	ITEMS	ENTRY	EXIT	REMARK
1.0	ACCESS CARD Serial No: _____ Date: _____ REPLACEMENT CARD (2nd card) Serial No: _____ Date: _____ REPLACEMENT CARD (3rd card) Serial No: _____ Date: _____			
2.0	PANEL CLINIC CARDS:			
2.1	Insert name of panel clinic no. 1			
2.2	Insert name of panel clinic no. 2			
:	:			
3.0	CLAIMS FOLDER (if any)			
4.0	LAPTOP (if any)			
5.0	BUSINESS CARDS (if any)			
6.0	DRAWER KEYS (if any)			
7.0	OFFICE DOOR KEY (if any)			
8.0	MOBILE PHONE (if any)			
9.0	TRANSPONDER (if any)			
10.0	CAR PARK STICKER (if any)			

<p style="text-align: right;">Initial / Sign by : _____</p> <p style="text-align: right;">Date Issued / Date Returned : _____</p>	<u>Recipient</u>	<u>HR/Admin Personnel</u>	

For IT/HR & Admin Department Use Only

Remove Email Address from Laptop	<input type="checkbox"/>	YES	Date : _____
Remove Pop Up	<input type="checkbox"/>	YES	Date : _____
Back Up Work Files	<input type="checkbox"/>	YES	Date : _____
Reformat Laptop	<input type="checkbox"/>	YES	Date : _____
Collected Stationery	<input type="checkbox"/>	YES	Date : _____
Cancelled Access Card	<input type="checkbox"/>	YES	Date : _____

Emails to be redirected to : _____

Signed off by IT Personnel : _____

Date : _____