



## CHECKLIST - OFF BOARDING

NAME: \_\_\_\_\_

EMP ID: \_\_\_\_\_

Capco Email: \_\_\_\_\_

Capco Mobile No: \_\_\_\_\_

Last Day of Service		
Last Working Day		
<b>HR Section 1</b> <i>Please complete this page and send to APAC_HC_OPS@capco.com (at least 1 week prior last working day)</i>		
<b>Off-Boarding</b>	<b>Responsible Party</b>	<b>Confirmation (Confirmed/ Not Applicable)</b>
<b>Clawback Agreement</b> Any payments provided to you under agreement of repayment upon resignation	Employee	
<b>Employee Advance</b> Payment credited to the Employee's account and is required	Employee	
<b>Buyout</b> Payable by Employee / Payable by New Employer	Employee	
<b>Un-used vacation days</b>	Employee	
<b>Timesheet Verification</b> (print screen of all past submissions with status needs to be sent to APAC HC ops)	Employee	
<b>Will employee will remain in HK – IR56F Tax Form</b> (If no, please proceed with IR56G)	Employee	
<b>Permanent Departure - IR56G</b>	Employee	
<b>Overseas address for tax correspondences</b> (required for IR56G).	Employee	
<b>Rental Reimbursement</b> – if applicable, please provide rental payment receipts and rental lease agreement	Employee	
<b>HR Section 2 (Internal Checklist)</b>		
<b>Cancellation of Insurance Coverage -</b> please present medical card(s)	HC OPS	
<b>Reference letter and Release letter</b>	HC OPS	
<b>Leave Balance</b>	HCBP	
<b>Exit Interview</b>	HCBP	

Cleared By: HCBP	Signature: _____
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<b>ADMINISTRATION</b>			
1	Access Card		
2	Bench Space/Drawer/Cabin Key(s)		
3	I-Phone set + charger		
4	Sim Card		
Cleared By: Office Manager _____		Signature: _____	
<b>IT</b>			
1	Password for Laptop & iPhone		
2	Return & Signing of Laptop (ref. Asset Form)		
Cleared By: Office Manager _____		Signature: _____	

FINANCE			
Please reach out to Angel Cheung or Swapna if any enquiries regarding below items.			
	<b>Outstanding Expenses</b> To submit in T&E 3 weeks prior to the last day		
	<b>AMEX Employee Card returned</b> to Finance Team; please certify that all outstanding balances have been cleared.		
Cleared By:		Signature:	
Finance			
_____		_____	
CLIENT PROJECT			
1	Handover completed		
2	Clearance of Workspace (email confirmation from PM if signature cannot be obtained)		
Cleared By:		Signature:	
(Project Manager/Partner)			
_____		_____	
CONTACT DETAILS			
Postal address:			
Email address:			
Mobile number:			
Comments:			

### Acknowledgement:

I confirm the above has been completed to the best of my ability.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_