



CHECKLIST FORM FOR EXITING STAFF

1. Kindly confirm that you have submitted the following properties of McOttley in your possession. Please mark N/A if it does not apply to you.

ITEMS

- Laptop
- Complimentary Cards
- Health Insurance Cards
- SIM Card
- Name Tag
- Keys (drawer)
- Car

- Others (Please specify):

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2. Do you have any liability to the Company? Please state what it is:

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3. Holding's Finance Department to confirm what has been stated (2) above:

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Name (Finance Dept.'s Representative):

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Signature:

Date:



CHECKLIST FORM FOR EXITING STAFF

Exiting Staff Name:

Subsidiary:

Signature:

Date:

Items & Completed Form Received & Verified by:

Group HR's Representative (Name):

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Signature.....

Date: