

**EXIT FORM (CLEARANCE CHECKLIST)**

|  |  |
| --- | --- |
| NAME | **:** |
| POSITION |  |
| PLACEMENT | **:** |
| REASON OF RESIGN | **:** |
| JOIN DATE | **:** |
| DATE OF RESIGN | **:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLIENT**  **(Minimal Level Manager)** | | | | |
| **No** | **Description** | **Date** | **Approval By** | **Authorized** |
| 1. | Submit :   * All document related job (hardcopy and softcopy) * All the tools   All the information of outstanding task |  |  |  |
| 2. | Submit :   * ID Card * Access Card |  |  |  |
| 3. | Closed access :   * System / Application * Finger Print |  |  | ] |
| 4. | Remind employee of their obligations to keep information and data confidential belongs to PT (client company) |  |  |  |
| **TOGI - IT** | | | | |
| **No** | **Description** | **Date** | **Received By** | **Authorized** |
| 1. | Closed and withdrawal all the facilities :   * Computer / Notebook * Others ……………….   \*) the application will be turned off on the date of resign |  |  |  |

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| --- | --- | --- | --- | --- |
| **TOGI - FINANCE** | | | | |
| **No** | **Description** | **Date** | **Received By** | **Authorized** |
| 1. | Check the company funds that have not accounted (APF) |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TOGI - HC** | | | | |
| **No** | **Description** | **Date** | **Received By** | **Authorized** |
| 1. | Stop to proceed application :   * BPJS Ketenagakerjaan * BPJS Jaminan Pensiun * Tunjangan Kesehatan |  |  |  |
| 2 | Remuneration & Other benefit (if any) |  |  |  |
| 3. | Exit interview form / Survey form |  |  |  |

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| Checked by,  **Aga Wibowo**  TOGI Director  Dated : | Approval by,  **Amril**  TOGI Director  Dated : |