**EXIT CLEARANCE FORM (SINGAPORE) - SGF-HRM-0001**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | **DAS ID & Atos Email Address:** |  |
| **Department / Line of Service:** |  | **Physical Last Day of Work:** |  |
| **Line Manager Name:** |  | **Official Last Day of Service:** |  |

**Guidelines to Complete:**

1. All employees leaving Atos’s employment or being transferred to another Atos entity out of Singapore must complete this form together with your Line Manager.
2. ACTIONS REQUIRED BY LINE MANAGER:
3. Review the sections where employee is required to complete clearance. For Section where employee is not required to complete, please strike that section and indicate “N.A” and sign off.
4. Request employee to proceed clearance with the relevant Sections before Department clearance with you.
5. Complete the section on your department’s clearance, ensure return of indicated Company’s properties in good condition and sign off.
6. This form must be fully completed and submitted by the employee to HR Advisor on the last day of work *(or your Line Manager if your last day of work falls on a non-weekday. In such instances, Line Manager must forward the completed form, Employee Access Card, Medical Card and other applicable HR-related items to HR on the next immediate working day).*
7. Final payment will only be made when all Company-issued properties have been returned and Company loans or advances (if any) are settled.
8. For non-citizens, income tax clearance from the Income Tax authorities must be obtained before release of terminal payment.
9. **Any discrepancies arise or late submission may result in delay in release of your final salary payment, subject to tax clearance where applicable.**

**PART A: CLEARANCE BY SECTIONS**

***(Please tick (√) when completed/returned or indicate “N.A.” accordingly)***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IT Department IT-Solutions SG\_OSS** ([SG\_OSS@atos.net](mailto:SG_OSS@atos.net), +65 6730 8616)  Tom Tsai or Amy Loo | | | | | | | | | |
|  | | Lenovo / Dell / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/N: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
|  | | LCD Monitor | | |  | PKI Card | | | |
|  | | Computer Accessories (Headset, USB hub, Docking Station, Cable Lock and others – please specify): | | | | | | | |
|  |  | |  |  | | |  |  |  |
| Name of Representative | | Signature of Representative | | | Date |
| **F&A Department** (Keat Hoon LIM, [keathoon.lim@atos.net](mailto:keathoon.lim@atos.net), +65 6730 8564) | | | | | | | | | |
|  | | Outstanding Expense | | |  | Sign documents to cancel signatory rights | | | |
|  | | Eligible expense claims for credit card received after last day of service - ”Emergency Payment Request” form | | |  | Others (please specify): | | | |
|  | | Bank token | | |  |  | | | |
|  |  | |  |  | | |  |  |  |
| Name of Representative | | Signature of Representative | | | Date |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Admin Matters** (Helen Ho, [poh-choo.ho@atos.net](mailto:poh-choo.ho@atos.net), +65 6730 8662) | | | | | | | | | | | | | | | | | |
|  | | | | Cancel Season Parking with Mapletree | | | | |  | | Door access security pass | | | | | | |
|  | | | | Company mobile equipment / line termination | | | | |  | | Others (please specify): | | | | | | |
|  | | | | Office / Cabinet / Locker keys | | | | |  | |  | | | | | | |
|  | |  | | |  | |  | | | | |  | |  | |  | |
| Name of Representative | | | Signature of Representative | | | | | Date | |
| **Your Department** (by Line Manager) | | | | | | | | | | | | | | | | | |
|  | | | Technical Manuals / Handbooks / Work files and documents | | | | | |  | Customer Office Access Pass | | | | | | | |
|  | | | Unused Air Tickets (if any) | | | | | |  | Complete Timesheet entry | | | | | | | |
|  | | | Outstanding task list for handover | | | | | |  | Any expenses claim has been submitted and approved | | | | | | | |
|  | | | Reset DAS password | | | | | |  | Others (please specify): | | | | | | | |
|  |  | | | | |  | |  | | | | |  | |  | |  |
| Note: This section should be signed by the Line Manager in order to ensure outstanding task list are properly handover. Secretary may assist with the clearance for other items and should not sign off this section. |  | | | | |  | |  | | | | |  | |  | |  |
| Name of Line Manager | | | | |  | | Signature of Line Manager | | | | |  | | Date | |
| **HR Department** | | | | | | | | | | | | | | | | | |
|  | | | | Complete Employee Performance appraisal (for People Manager) | | | | |  | | Part B (Below): Declaration | | | | | | |
|  | | | | Medical Card (if any) | | | | |  | |
|  | | | | Insurance update to provider on the termination | | | | |  | | For Foreign Employee  IRAS Letter of Undertaking (for SPR only) | | | | | | |
|  | | | | Outstanding amount due to Atos recovered (eg. Training bond, loan, etc.) | | | | |  | | Completed Form IR21 from HRSC to Employee Services | | | | | | |
|  | | | | Collect completed Exit Questionnaire | | | | |  | | Cancel EP / WP | | | | | | |
|  | | | | Deactivate Nessie Personnel Record | | | | |  | | Housing deposit refund (where applicable) | | | | | | |
|  | | | | Release Resignation Acceptance /Termination & Final Payment Letter | | | | |  | | Hypotheical Tax settlement (where applicable) | | | | | | |
|  | | | | Release Certificate of Employment | | | | |  | | Others (please specify): | | | | | | |
|  | |  | | |  | |  | | | | |  | |  | |  | |
| Name of HR | | | Signature of HR | | | | | Date | |

**PART B: DECLARATION & ACKNOWLEDGEMENT** (To be completed by Employee)

I hereby confirm that I

1. **NON-DISCLOSURE, CONFIDENTIALITY & NON-COMPETE**

* will continue to maintain the confidentiality of Atos proprietary and other confidential information of the company and its stakeholders which shall not be divulged to a third party;
* shall not use or divulge information on assignments, inventions, new techniques or discoveries developed within or found or acquired by Atos; and
* for a period expiring 12 months, will not seek to entice away from Atos any of its customers or employees;

1. **INTELLECTUAL PROPERTY**

* have returned all company properties issued to me in the course of my employment with Atos, including any computer source code or documentation on paper, magnetic or any other media relating to the company, its employees, partners, associates, customers and prospects; and
* have not deleted any company files from my computer;

1. **OTHERS**

* agree that upon completion of my clearance, my final salary will be credited directly to my designation bank account on the 25th of the final payroll month or alternatively on my last day of work. If 25th falls on a public holiday or a non-working day, it will then be made on the preceding workday;
* agree that as a non-citizen or permanent resident, the Company will withhold my final payment until they have obtained the income tax clearance from the Singapore tax authority;
* have received (if applicable) a cheque payment (Cheque no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) of S$ \_\_\_\_\_\_\_\_ from Atos Information Technology (S) Pte Ltd and have no further claims from Atos for any outstanding or whatsoever; and
* understand and accept the termination by either party for the reasons discussed and have no further claims against the Company after my last date of employment.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledged the above Non-Disclosure & Confidentiality and Intellectual Property obligations, and also those under my employment letter and the Company’s Employee Handbook will continue even after the termination of my employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

In future, I can be contacted at:

|  |  |
| --- | --- |
| Email |  |
| Mobile contact |  |
| Home contact |  |
| Address |  |