

## FINAL DEPARTURE CLEARANCE

Name:		Emp. No.:	
Job Title:		Department :	
Contact Number:		A/C Details :	
<b>FINANCE</b>			
Any Advance	HRA	Car	Personal Loan
Company Credit Card			
Other (Please Specify):			
<b>Finance Department:</b>			<b>Date:</b>
<b>IT</b>			
Mobile Phone	Laptop	Other (Please Specify):	
<b>IT Department:</b>			<b>Date:</b>
<b>LEGAL</b>			
Cancellation of POA	Other (Please Specify):		
<b>Legal Department:</b>			<b>Date:</b>
<b>ADMINISTRATION / ACCOMMODATION</b>			
Office Keys	Petrol Card	Car Key	Grocery Payment/bills
Other (Please Specify)			
Administration:		Camp Boss	
Date:		Date:	
<b>ISO / DCC – DOCUMENT CONTROL CENTER</b>			
Company Documents & Records		Other Please Specify:	
<b>MR / QMR – Quality Management Representative</b>			<b>Date :</b>
<b>LINE MANAGER</b>			
Documents & Records	Electronic Files	Handover note	
Other (Please Specify)			
<b>Line Manager:</b>			<b>Date:</b>
<b>HR</b>			
Medical Insurance Card	Visa Cancellation	ID Card	
Salary Transfer Letter	Other (Please Specify)		
<b>Clearance Details:</b>			
<b>HR Department:</b>			<b>Date:</b>