

## RETURN OF COMPANY PROPERTY

This letter is to acknowledge that Wema Bank Plc has provided you with company property and/or equipment for use in your duties as a Wema Bank staff. In view of your departure from the company, this property **MUST** be duly returned.

If any of the following items are in your possession, they must be returned to enable final clearance of your exit.

- Staff ID
- Lapel Pin
- Finacle Token
- Laptop (except for status items)
- Exit Interview Form (duly completed)
- Any additional company-issued property

Please return the item/s to:

**ATTENTION: Human Capital Department**  
Wema Bank Plc  
Wema Tower  
54 Marina Road  
Lagos

**Please Note:** It is your responsibility to return all company property in good working condition.

Once all property has been returned, please send a follow-up mail to [HCM@WemaBank.com](mailto:HCM@WemaBank.com) within **5 DAYS** listing all equipment that has been returned and by what means.

If you have any questions or concerns regarding this requirement, please contact the HCM Department at 01- 4622637.

**ALL REQUIRED EQUIPMENT AND MISCELLANEOUS ITEMS MUST BE RETURNED  
IMMEDIATELY.**