



WEMA BANK

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 ✗
- Fintacle 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 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.**