



Experian
EXIT CLEARANCE FORM
Off-boarding (Permanent)

FULL NAME :	Mohamad Redzmi Bin Mohamad Radzuan		
<small>(as per NRIC/Passport)</small>			
POSITION :	Senior QA Engineer 1	LAST WORKING DATE :	30/4/2024
DEPARTMENT :	ESS - Technology :Ascend One	CONTACT NO :	011-35223120
EMAIL :	MohamadRedzmiMohamadRadzuan@experian.com	LAN ID :	c18742a
ENTITY :	<input checked="" type="checkbox"/> EXPERIAN MALAYSIA (EM)	<input type="checkbox"/> EXPERIAN MARKETING SERVICES (EMS)	
<small>(please tick one)</small>			

SECTION 1 : LINE MANAGER

	Returned Status		Remarks	Signature
Submissions of reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Timesheets	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Manuals/Materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Document Handover	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Business Cards	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Others	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Date

SECTION 2 : EITS

(Shree Priya Ramakrishna Iyer & Abdullah Syukri Bin Ahmad)

	Returned Status		Remarks	Signature
Laptop	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Laptop Bag	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Charger	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Mouse	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Laptop Lock	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Other Accessories	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Date

(Screen, keyboard, mouse docking station, phone, USB headset; other, please specify)

SECTION 3 : FINANCE

(Sharafain Mohd Ghani)

	Returned Status		Remarks	Signature
i-Expense Claims (pending)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
AMEX Credit Card	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
AMEX Termination Form	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Others	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Date

(Please specify under the 'Remarks' column)

>> Continue to Page 2 for more instruction

SECTION 4 : ADMIN

(Lucy Kwan, Syaza Syahirah Othman)

	Returned Status				Remarks	Signature
Sim Card(s)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	NA	
Drawer Key (Drawer Tag No.)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	NA	
Parking Termination Form	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	NA	
Access Card	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	During last working day	Date
Others (office chair)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	Will arrange delivery to office	30/4/2024

SECTION 5 : EMPLOYEE ACKNOWLEDGEMENT

(Joanne Loong, Haslinda Zainal Abidin & Loo Nian Cian)

I acknowledge that above is in order and all areas have been properly cleared. I understand that the Company reserved the right to request the restitution of or payment or settlement of any outstanding obligations that may have been excluded from this clearance process.

Note: The respective year EA form will be ready latest by the last day of February, it is your responsibility to e-mail to payrollmalaysia@experian.com from your personal e-mail address to enable us to provide you with the EA form. Kindly be reminded that eFiling need to be completed by 30 April.

Submitted by:	<input type="text" value="Mohamad Redzmi Bin Mohamad Radzuan"/>
	(Full Name)
Date:	<input type="text" value="30/4/2024"/>
	(dd/mm/yyyy)

Signature: 

"We wish you all the best of luck in your future endeavours."