



Experian  
**EXIT CLEARANCE FORM**  
Off-boarding (Permanent)

FULL NAME :   
(as per NRIC/Passport)

POSITION :  LAST WORKING DATE :


DEPARTMENT :  CONTACT NO :

EMAIL :  LAN ID :

ENTITY : ☒ **EXPERIAN MALAYSIA (EM)** ☐ **EXPERIAN MARKETING SERVICES (EMS)**  
(please tick one)


**SECTION 1 : LINE MANAGER**

Sothavirak Khy

	Returned Status				Remarks	Signature
Submissions of reports	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text" value="NA"/>	
Timesheets	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text" value="NA"/>	
Manuals/Materials	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text" value="NA"/>	
Document Handover	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text" value="NA"/>	
Business Cards	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text" value="NA"/>	
Others	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text" value="NA"/>	
						Date
						<input type="text" value="30/4/2024"/>

**SECTION 2 : EITS**


(Shree Priya Ramakrishna Iyer & Abdullah Syukri Bin Ahmad)

	Returned Status				Remarks	Signature
Laptop	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Laptop Bag	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Charger	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Mouse	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text" value="NA"/>	
Laptop Lock	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text" value="NA"/>	
Other Accessories	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text" value="NA"/>	
						Date
						<input type="text" value="30/4/2024"/>

(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	<input type="text" value="NA"/>	
AMEX Credit Card	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text" value="NA"/>	
AMEX Termination Form	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text" value="NA"/>	
Others	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text" value="NA"/>	
						Date
						<input type="text" value="30/4/2024"/> 31.1.24

(Please specify under the 'Remarks' column)

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## 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		Date
Others (office chair)	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	chair returned by courier	30/4/2024

## SECTION 5 : EMPLOYEE ACKNOWLEDGEMENT

(Joanne Loong, Haslinda Zainal Abidin &amp; 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:	<div>Mohamad Redzmi Bin Mohamad Radzuan</div> <div>(Full Name)</div>	Signature:	<div></div>
Date:	<div>30/4/2024</div> <div>(dd/mm/yyyy)</div>		

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