



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

	Returned Status				Remarks	Signature
Submissions of reports	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	<input type="text"/>
Timesheets	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Manuals/Materials	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Document Handover	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Business Cards	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Others	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	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	<input type="text"/>	<input type="text"/>
Laptop Bag	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Charger	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Mouse	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Laptop Lock	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Other Accessories	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	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	<input type="text"/>	<input type="text"/>
AMEX Credit Card	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
AMEX Termination Form	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Others	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	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	<input type="text"/>	<input type="text"/>
Drawer Key (Drawer Tag No.)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Parking Termination Form	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	
Access Card	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	Date
Others (office chair)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="text"/>	<input type="text"/>

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"/>	Signature:	<input type="text"/>
	(Full Name)		
Date:	<input type="text"/>		
	(dd/mm/yyyy)		

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