

FLOUR MILLS OF NIGERIA PLC

HUMAN RESOURCES DIVISION

CESSATION OF EMPLOYMENT --- CLEARANCE FORM

NAME.....TN.....DIVISION.....D.CODE.....

DATE OF CESSATION OF EMPLOYMENT.....

A. ITEMS RETURNED TO HEAD OF DEPARTMENT..

[a] STORES REQUISITION VOUCHER [b] COMPANY DOCUMENTS/LICENCES [c] GATE PASS BOOKLET
[d] ATS BOOKLET [e] IOU BOOKLETS [f] CPV BOOKLETS
[g] TOOL BOXES / EQUIPMENTS [h] WAY BILL BOOKLETS

NAME OF HEAD OF DEPT/JC5/JC4/JC3 SIGNATURE/DATE.....

B. DEPARTMENTAL CLEARANCE:

FINANCE

S/n	Items	Authorized Signatory
i	Guarantor's Liability	
ii	Company Bank Commitment	
iii	Pre-paid Card/cash imprest	

INFORMATION TECHNOLOGY

S/n	Items	Authorized Signatory
i	Desk Top & other IT wares	
ii	Laptop	
iii	Mobile Phone	
iv	ERP Authorization/Network Access removed	

SUPPLIES

S/n	Items	Authorized Signatory
i	Safety Boots/Rain Coats	
ii	Safety Helmet/Rain Boots	
iii	Uniforms	

TRANSPORT

S/n	Items	Authorized Signatory
i	Car	
ii	Motorcycle	

SECURITY

S/n	Items	Authorized Signatory
i	Office Keys	

SALES (SALES PERSONNEL ONLY)

S/n	Items	Authorized Signatory
i	Customer clearance	

HUMAN RESOURCES

S/n	Items	Authorized Signatory
i	Identity Card	
ii	Port Pass	
iii	Hand books--Safety/Employee/HIV/AIDS	
iv	Code of Conduct	
v	PIILOT T-Shirt	
vi	Books and library materials	
vii	Cloakroom Locker	
viii	Key to company house/ PHCN Bills Clearance	
ix	Rent overstayed	
x	House Inspection	
xi	Office Furniture	
xii	Other employee commitments	

DEDUCTIONS

Less cost of