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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Exit Employee Details** | | | | | | | | | | | | | | | | | | |
| **Name** | | | | **:** |  | | | **Bank ID** | | | | | **:** |  | | | | |
| **Seat No. / Floor** | | | | **:** |  | | | **Business Unit** | | | | | **:** |  | | | | |
| **Building** | | | | **:** |  | | | **Location** | | | | | **:** |  | | | | |
|  | | | |  |  | | | **Last Working Date** | | | | | **:** |  | | | | |
| **Currently Used Asset(s) Details** | | | | **:** | 🞏 Desktop / 🞏 Laptop | | | **Asset Service Tag No.** | | | | | **:** |  | | | | |
| 🞏 iPhone | | | **IMEI / Serial No.** | | | | | **:** |  | | | | |
| 🞏 Avaya Phone | | | **Extension No.** | | | | | **:** |  | | | | |
| 🞏 VPN | | | **Token No.** | | | | | **:** |  | | | | |
| **RMS Details:** | | | | | | | | **Type ID** |  | **RMS Description** | | | | | | | | |
| **Surrender of Asset** | | | | | | **:** |  | 5874 | : | e-Waste or Hardware Return - Hardware Feasibility Check | | | | | | | | |
| **Surrender of** (if Applicable) | | | | | |  |  |  |  |  | | | | | | | | |
| Avaya Phone | | | | | | **:** |  | 6985 | : | IP Phone Access - Soft Phone & Hard Phone | | | | | | | | |
| Blackberry / iPhone | | | | | | **:** |  | 10145 | : | iPhone Request | | | | | | | | |
| VPN | | | | | | **:** |  | 10106 | : | VPN Request | | | | | | | | |
| **Other Assets returned to CAM**  (if any) | | | | | | **:** | 🞏 Headset 🞏 Pen Drive 🞏 DVD ROM 🞏 Laptop Bag 🞏 External HDD  🞏 VPN Hard Token 🞏 Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |
| **Exit Employee Acceptance:** | | | | | | | | | | | | | | | | | | |
| I hereby confirm that the details provided above for the IT Assets are correct and I can be held responsible for any discrepancy identified or found later related to the Company IT Assets. | | | | | | | | | | | | | | | | | | |
| **Signature** | **:** |  | | | | | | | | | **Date** | | | | **:** | |  | |
| **Line Manager Acceptance:** | | | | | | | | | | | | | | | | | | |
| I hereby confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is resigned and the IT assets used by him / her will be handed over to Central Asset Management / Me **(Desktop case only)**.  I also confirm,   1. The LAN ID and email ID has been deleted / RMS has raised for LAN ID and email ID deletion:   RMS# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. In case of Shared asset, RMS has raised to untagged the asset:   RMS# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Desktop case only)**   1. In case of Replacement, RMS has raised to tagged the asset to Replacement / Line manager :   RMS# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Desktop case only)**   1. The following items have been handed over to me and I am responsible for the same   🞏 Headset 🞏 Pen Drive 🞏 DVD ROM 🞏 External HDD 🞏 Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | |
| **Comments**  (if any) | | **:** |  | | | | | | | | | | | | | | | |
| **Signature** | | **:** |  | | | | | | | | | **Date** | | | | **:** | |  |
| **Line Manager Name** | | **:** |  | | | | | | | | | **Bank Id** | | | | **:** | |  |
| **CAM Team (use only) :** | | | | | | | | | | | | | | | | | | |
| **Details of additional assets** (if any found) | | | | | | | | | | | | | | | | | | |
| Asset Service Tag No’s | | **:** |  | | | | | | | | | | | | | | | |
| Current User Details | | **:** |  | | | | | | | | | | | | | | | |
| **CAM Remark’s**  (if any) | | **:** |  | | | | | | | | | | | | | | | |
| **Verified By** | |  |  | | | | | | | | | | | | | | | |
| **Signature** | | **:** |  | | | | | | | | | **Date** | | | | **:** | |  |
| **Name** | | **:** |  | | | | | | | | | **Bank Id** | | | | **:** | |  |