

Verified by YRP:

EXIT CLEARANCE FORM FOR YRP PARTICIPANTS

Name : _____ **Mentor :** _____
Last Day : _____

IMPORTANT: Please submit the completed form to Ms Azzah for verification.

As you have completed your attachment with IBN, we request you to expedite the completion of the following formalities. The items are to be cleared and countersigned by the respective officers-in-charge on your last day of attachment at IBN. Any items, which are not properly or adequately cleared, may result in delays to your allowance payment. Thank you for your cooperation.

No	Item	Cleared by	Signature	Date
1	Lab Matters	Facilities & Safety		
	▪ Safety glasses	Mr Mohammad Tahar (L6 / 7021)		
	▪ Lab coat(s)			
	▪ Clearing of lab workspace			
2	Email Matters (where applicable)	IT		
	▪ Email Account	Mr Mun Kung (L6/ 7016) Mr Darren (L6 / 7030)		
3	Office Management Matters	Admin / YRP		
	▪ Lab Notebook(s)	Ms Hayati (L9 / 7013)		
	▪ Locker Key			
	▪ Temporary access card (Card No: TEM####)			
	▪ Confirmation of Undertaking of Confidentiality and Assignment of Intellectual Property Rights	Ms Azzah (L9 / 7042)		

Contact Information

Address : _____

Contact No. : _____
Email : _____

For Official Use only:

Verified by YRP Coordinator

Date

CONFIRMATION OF UNDERTAKING OF CONFIDENTIALITY & ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS

I refer to my appointment by IBN pursuant to the appointment letter dated _____ (the “Contract”), and to the Undertaking of Confidentiality and Assignment of Intellectual Property Rights signed by me on _____ (the “Undertaking and Assignment”).

1. I confirm that I entered into the Undertaking and Assignment freely and voluntarily;
2. I understand that I remain bound by the terms of the Undertaking and Assignment, which continues to apply to me after the termination of the Contract; and
3. Notwithstanding the termination of the Contract and my departure from IBN, I agree to continue to cooperate with IBN to do or execute all such acts, documents, and things to give effect to the Undertaking and Assignment.

Signed: _____ Date: _____

Name: _____

NRIC / Passport No: _____