# Central Asset Management - IT Asset Related Clearance Form

# It is Mandatory to provide all the information required in this form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Exit Employee Details** | | | | | | | | | | | | | | | | | | |
| **Name** | | | | **:** |  | | | **Bank ID** | | | | | **:** |  | | | | |
| **Seat No. / Floor** | | | | **:** |  | | | **Business Unit** | | | | | **:** |  | | | | |
| **Building** | | | | **:** |  | | | **Location** | | | | | **:** |  | | | | |
| **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 | | | | | | | | |
| iPhone | | | | | | **:** |  | 10145 | : | iPhone / iPad Request | | | | | | | | |
| **Other Assets returned to CAM**  (if any) | | | | | | **:** | 🞏 Laptop Bag 🞏 External HDD 🞏 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. 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** | | | | **:** | |  |

**Please feel free to contact the following Asset Management contacts for further clarification:**

|  |  |
| --- | --- |
| **Central Asset Management**  **Haddows Rd :** 2nd Floor, AMII30, Right wing, Americas Building, Haddows Road, Chennai  **Karapakkam :** 2nd Floor, 2W133, Digital Zone II, Karapakkam, Chennai  **Bangalore :** 2nd Floor, Cube #51 / 52 (Opp. Data Centre), Tower A, BTP, Whitefield, Bangalore  Tel: (+91 44) 307 15686 / 308 15291 / 308 18054 / 304 31345  email : [ITAsset.GSSCwest@sc.com](mailto:ITAsset.GSSCwest@sc.com) | **Central Asset Management Team will sign-off on the Exit during:**  **Day: Monday to Friday**  **Time: 10:00 AM to 6:00 PM** |

# VENDOR EXIT INFORMATION FORM

|  |  |
| --- | --- |
| Name : | Bank ID : |
| Date of Joining : | Last Working Day : |
| Date of provision of Notice to vendor: | Vendor Name : |
| Department: | Cost Code. |

|  |  |
| --- | --- |
| Address for future correspondence: | |
|
|
|
|
| Telephone #: | Email id: |

**LINE MANAGER’S ACCEPTANCE:**

I hereby accept the relieving of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I hereby confirm that I have actioned the exit on People Soft and the last working date of the above mentioned employee is as updated on PeopleSoft

**LINE MANAGER’S INPUTS**

1. Notice Period – Is notice period fully served to the vendor **YES / NO**
2. **Reason for Exit**

|  |  |
| --- | --- |
|  | Project completion |
|  | Resigned from parent company |
|  | Performance Reasons |
|  | Long / Medical Leave |
|  | Planned redeployment ( > 18 months with Scope account)to other projects within parent company |
|  | Adhoc redeployment to other projects within parent company |
|  | Maternity Leave |

**ACCEPTANCE BY RRM Line Manager Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exit Checklist: Completion of all items in this checklist on time will ensure us to process your exit efficiently**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Action Items** | **Status** | **Contacts** | **Signature** |
| **Line Manager** | 1. Updation in People Soft by Line Manager & reply copy from HRSSC | **Mandatory** |  |  |
|  |
| 3. Knowledge transfer |  |
| 4. Company Property:  (Laptop / Calculator / Training Manuals / CD's & Floppies / Keys / Headset/ Black Berry / Mobile & etc.) | Pls drop mail to GSSC West, IT Asset. |
| Handover Document | **Mandatory** |
| **ITSC** | 1. Email – MS Outlook (For Individual ids only). | **RMS #** | ScopeExit\_ITSecurity@in. standardchartered.com  Workwise India Champions/APRS/SCB,  Voice net - 16224 | \*\*(Mail copy of the RMS raised) |
| 2. VPN Token (**Mention token # in RMS**) |
| 3. User IDs / Application Ids |
| 1. Deactivation of Workwise ID 2. Completion of time sheeting in Workwise |
| **FSSC** | Travel Bills |  | FSSC,APUScope /APRS/SCB,  Voice net – 13301 / 13237  RM team to certifiy no open Vtram pending for settlements | \*\*(Mail copy of the confirmation from the specified ID) |
| **GTL** | STD/ISD Access Password Deletion (If applicable) | Deleted / Not Deleted | Support, GTL/APRS/SCB Voice net -19375 | \*\*(Mail copy of the confirmation from the specified ID) |
| **SCB** |  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| **HR** |  |  |  |  |
|  | Sodexho Pass (if applicable) | Surrendered/ Not Surrendered | Head Facilities Mgmt  Voice net 16356  I floor, Africa Bldg. or Digital Zone |  |
| ID cum Access Card | Surrendered / Not Surrendered | Head Facilities Mgmt  Voice net 16356  I floor, Africa Bldg. or Digital Zone |  |

**Declaration and Undertaking by Separating Staff:** I certify that all appropriate areas have been properly cleared. I understand that Standard Chartered Scope International reserves the right to request restitution of or payment for any property or the settlement of any outstanding obligations that might have been excluded from this clearance process and arising out of Final settlement calculation.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_