

This form is designed to ensure that the required processes are followed and all duties, assets and properties of the company are duly handed over upon exit of employees at all levels. Employees who resign from the company shall fill this form and obtain clearance from each Department and hand over to the Human Resource Department together with the completed “Hand Over / Take Over Document”. This form shall be placed into the personal file of employee once the final approval of CEO/ Executive Director is obtained.

1. Name in Full :
2. NIC No :
3. Department :
4. Designation :
5. Employee No :
6. e-Finance System logging ID. :
7. Name of Immediate Supervisor :
8. Date of Letter of Resignation :
9. Reason for leaving the company :
10. Period of notice :
11. Joining Date :
12. Effective Date of Resignation :
13. Any other remarks :

Department	Outstanding (If Any)	Name of HOD, Sign & Date
<b>Head of the Department</b> <ul style="list-style-type: none"> <li>• Knowledge Transfer</li> <li>• Office Keys (e.g. Desk, Drawers etc.)</li> <li>• Stationery Items</li> <li>• Company Letter Heads</li> </ul>		
<b>Head of Finance Department</b> <ul style="list-style-type: none"> <li>• IOU outstanding</li> <li>• Festival Advance</li> <li>• Salary Advance</li> <li>• Loan/Advance</li> <li>• Outstanding/ Staff Advance</li> <li>• Mobile Bill</li> </ul>		
<b>Head of IT Department</b> <ul style="list-style-type: none"> <li>• Email Account Disabled <input type="checkbox"/></li> <li>• PC Access Disabled <input type="checkbox"/></li> <li>• System access terminated <input type="checkbox"/></li> <li>• Hand over Laptop <input type="checkbox"/></li> <li>• Hand over Pen Drive <input type="checkbox"/></li> <li>• Handover Dongle &amp; other items <input type="checkbox"/></li> </ul>		

Department	Outstanding (If Any)	Name of HOD, Signature & Date
<b>Head of Administration Department</b> <ul style="list-style-type: none"> <li>• Mobile Phone &amp; Sim card</li> <li>• Visiting Cards</li> <li>• Official vehicles</li> <li>• Any other items if any</li> </ul>		
<b>Head of Credit Department</b> <ul style="list-style-type: none"> <li>• Staff Loan</li> <li>• Any other credit facilities</li> <li>• (Please mention requirements for clearance including required full settlement of loans as applicable)</li> </ul> <b>Gold Loan Department</b> <ul style="list-style-type: none"> <li>• Please mention requirements for clearance</li> </ul>		
<b>Head of Recovery Department</b> <ul style="list-style-type: none"> <li>• Please mention requirements for clearance</li> </ul>		
<b>Head of Audit Department</b> <ul style="list-style-type: none"> <li>• Please mention requirements for clearance</li> </ul>		
<b>HR Department</b> <ul style="list-style-type: none"> <li>• Staff ID Card</li> <li>• Staff Medical Insurance Card</li> <li>• Training Fees Recoverable</li> <li>• Hand over/Take over Completion</li> <li>• Gratuity Entitlement</li> <li>• B-Card</li> <li>• Any other</li> </ul>		
<p>Signature of Employee: _____ Date: _____</p> <p>Signature of Line Manager: _____ Date: _____</p> <p>Signature Head of HR: _____ Date: _____</p> <p>CEO/ Executive Director: _____ Date: _____</p>		