



IME (M) SDN BHD

EXIT CLEARANCE FORM

Name: _____ Branch _____
Designation _____ Last Working Day: _____
Date Joined: _____ Last Date Service: _____

*An employee is required to return the company's properties/documents or make a clearance to the respective Department before leaving the Company. He/She is instructed to bring this form to the various Department as stated below to obtain Clearance before the last salary can be release to him/her.

Please tick the appropriate boxes

1. Employee's Own Department

Documents Handover completed/Not completed
Properties Returned/Not returned
Office key Returned/Not returned
Uniforms Returned/Not returned
E-Pay/Top-up
Cleared by: _____ Date: _____
Regional Head/HOD

2. Finance Department

Salary Advance Outstanding RM
Other Outstanding RM
Cleared by: _____ Date: _____
Financial Controller

3. IS&T Department

ID Deleted on
E-mail Deleted on
Cleared by: _____ Date: _____
IT Manager

4. BSOD Department

Cash Shortage RM
Petty Cash RM
Cleared by: _____ Date: _____
Branch Supervision/BSOD Manager

5. Human Resource Department

Medical Claims Pending for payment RM
Medical Card Returned /Not Returned /N/A
Short Notice _____ days from _____ to _____
Leave Balance _____ days (offset notice/to be paid/to be taken)
Advance/loan To be deducted of RM
Salary To be paid until _____
Cleared by: _____ Date: _____
HR Manager