



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

<input type="checkbox"/> Documents	Handover completed/Not completed
<input type="checkbox"/> Properties	Returned/Not returned
<input type="checkbox"/> Office key	Returned/Not returned
<input type="checkbox"/> Uniforms	Returned/Not returned
<input type="checkbox"/> E-Pay/Top-up	
Cleared by: _____	Date: _____
Regional Head/HOD	

2. Finance Department

<input type="checkbox"/> Salary Advance	Outstanding RM
<input type="checkbox"/> Other	Outstanding RM
Cleared by: _____	Date: _____
Financial Controller	

3. IS&T Department

<input type="checkbox"/> ID	Deleted on
<input type="checkbox"/> E-mail	Deleted on
Cleared by: _____	Date: _____
IT Manager	

4. BSOD Department

<input type="checkbox"/> Cash Shortage	RM
<input type="checkbox"/> Petty Cash	RM
Cleared by: _____	Date: _____
Branch Supervision/BSOD Manager	

5. Human Resource Department

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