Employee Clearance Form

شركة أبناء عبدالله عبدالمحسن الخضري
ABDULLAH A.M. AL-KHODARI SONS CO.

الخضري
AL-KHODARI

Date :	التاريخ :	Emergency Vacation اجازة طارئة ☐	Vacation إجازة ☐	Exit خروج ☐

Computer No :	الرقم الوظيفي :
Name of Employee :	الأسم :
Profession :	المهنة :
Project / Department :	المشروع/الإدارة :
Email Address :	البريد الالكتروني :
Exit/Vacation Date :	الخروج / تاريخ الأجازة :

Project /Department

Returned Items:

☐ Iqama *(if exit, send to HO)*   ☐ Driving Licence *(if Exit, return to HO)*   ☐ Medical Insurance Card *(if Exit, return to HO)*

☐ Work Materials*   ☐ Safety Kits *   ☐ Vehicle/Equipment & Key *(if Driver/Operator)*

☐ Petty Cash *   ☐ Company Car*   ☐ Others (if any, specify)*_____

Returned Items and Revocation List (ICT & Business Applications):

☐ Company Laptop\Desktop*   ☐ Domain ID *(if Exit)*   ☐ Other Business Applications ID *(if Exit)*

☐ Company Mobile Phone*   ☐ Email Address *(if Exit)*   ☐ Oracle ERP ID *(if Exit)*

☐ Company SIM*   ☐ Remote Access (CITRIX) ID *(if Exit)*   ☐ Access Card *(HO only)*

☐ Internet Router/NetConnect*   ☐ Internet ID *(if Exit)*   ☐ Employee ID Card *(if Exit)*

*If have any alternate user(s) of above (*)marked item(s), specify below:*

Name: _____   Comp. No. _____   Signature: _____

Employee Loans/Advances:

☐ *The employee owes the company SR. _____ (in word) _____which shall be deducted from his salary.*

☐ *Guaranteed by the employee comp. No. _____   Name:_____*
Project/Dept. _____ (The guarantor should not have any existing loans (or) liabilities & his guarantee letter attached)

Transportation Division (Equipment, Vehicle, Vehicle Key etc.)		Stores (Work Materials, Safety Kits, etc.)		Housing (Housing Materials)
Project	*E.M.D. Main*	*Project*	*Main*	*Camp Manager*
Date:	Date:	Date:	Date:	Date:

PROJECT/DEPARTMENT APPROVALS

Project Administrator/Department Supervisor	Project/Department Head
Date:	Date:

Important Note: *If all columns above are not filled by relevant project/ department, the Clearance Form will not be accepted.*

for Head Office Use only

G.S.D	License (Driving License)	Estimarat (Vehicle Registration)	IT Department	HR/Facilities
Project	*Project*	*E.M.D. Main*	*Project*	*Project*
Date:	Date:	Date:	Date:	Date:

Government Relations (Iqama)	Finance Department (Loans/Petty cash, etc.)	Personnel Department (Settlement/Ticket)	Payroll Section (Salary)
Project	*Project*	*Project*	*Project*
Date:	Date:	Date:	Date: