

### **Appendix 7.9: Exit Clearance Checklist**

#### Exit Clearance Checklist

This checklist is to be completed upon exiting of employees and please return the form to HR immediately upon completion.

Name of Employee and Employee ID: Nur Izyani Binti Zaidi (C133)

Date on which letter of resignation is given: 12 September 2024

Date of last day of employment: 11 October 2024

Reasons for exit: Leaving for better new opportunity

Exit Clearance	Date completed	(√) N/A
Return of Company Asset		
• ID Tag/ Security Pass	11/10/2024	
• Keys	11/10/2024	
• Laptop		/
• IT gadgets such as USB drive, mouse, charger etc.		/
• Phone		/
• Simcard (Phone No: <u>0125177421</u> )	11/10/2024	
• Company Information & Materials:	11/10/2024	
• Others:		
Update IT Permissions and Access		
• Email address and other Log-In IDs removed	11/10/2024	
• Access to shared drive and company information removed	11/10/2024	
• Redirect emails to other personnel (Name: <u>irene.chee@umedichealthcare.com</u> )	11/10/2024	
• Others:		
Handover List		
Task 1: KOL List, Customer based list	Next PIC Name: Irene Chee	11/10/2024
Task 2: Funnel report	Next PIC Name: Irene Chee	11/10/2024
Task 3: Handover Task Izyani	Next PIC Name: Irene Chee	11/10/2024
Returned by: <u><i>izyani</i></u> Date: <u>11/10/2024</u> (Employee)		
Acknowledged by: _____ Date: _____ (Dept Manager)		
(Upon completion, please return the form immediately to HR)		