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| logo | **Yoma Strategic Holdings Ltd**  **(Affiliated with Serge Pun & Associates (Myanmar) Ltd.** |  |

**Staff Clearance Form**

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| Name: | Clearance Date: |
| Position: | Immediate Supervisor: |
| Department: | Date of Departure: |

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| **Finance Clearance** | |
| I certify that there is no outstanding action in relation to (please check):  telephone costs  local travel claims  salary advances (if applicable)  project related expenses  other (please state): | |
| Signature for Release | Remark: |
| **Admin Clearance** | |
| I certify that:  All office keys returned  Office fixed asset returned  Office Stationary returned  Other  Ferry Cancellation | |
| Signature for Release | Remark: |
| **Departmental Clearance** | |
| I certify that:  Duty handover has completed  Documentation is checked and kept.  System & Software checked  Other | |
| Signature for Release | Remark: Mail resetting : Effective on  Mail Forwarding to \_ \_ \_ \_ \_ |
| **HR Clearance** | |
| I certify that:  Resignation form checked  Exit Interview done.  E-mail resetting  Workplace deactivation  Access Control Card deactivation  Others | |
| Signature for Release | Remark: |