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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: |