

Full and Final Settlement Form

Basic Information			
Username	jhonsmith	Email	jsmt12@hrsale.com
Company Details	BILJEEK GLASS AND MIRROR	Department	IT DEPT
Designation	SYSTEM ADMINISTRATOR	Employee ID	jsmith12
Date of Joining	Mar-02-2018	Resignation Date	2021-04-06
Notice Period	30	Date Of Leaving	2021-05-6

It is the responsibility of the employee to ensure that this document is completed and submitted to the HR Department at least two days before the last date of employment. Each of the sections has to be agreed and signed off by the concerned department head. This document is to be attached to the financial settlement to enable the processing of the financial settlement.

1. Line Manager			
			Signed by / Date
Job related handover completed	Yes	No	
Handover notes prepared	Yes	No	
Email access	Disable	Delete	
If email to be forwarded, staff to forward to. *		Forward	

*Mail box will be disabled after 1 month as per IT policy

2. Information Systems			
			Signed by / Date
Laptop returned	Yes	No	NA
Mailbox duplicated	Yes	No	NA
Email access	Disabled	Delete	Forward
Change password for internet access	Yes	No	NA

3. Finance & Accounts			
			Signed by / Date
Corporate Credit card returned	Yes	No	NA
Credit card bills settled	Yes	No	NA
Cash advances cleared	Yes	Final settlement	NA
Cancel Signatory Status	Yes	No	NA
Cancel retail outlet discount.	Yes	No	NA

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4. Administration				
				Signed by / Date
Mobile phone & SIM returned	Yes	No	NA	
Roaming service on phone cancelled?	Yes	No	NA	
Vehicle returned?	Disabled	Delete	Forward	
Accommodation evacuated & Assets returned?	Yes	No	NA	
5. Human Resources				
				Signed by / Date
Leave Balance	Yes			
colspan="4"		1 month		
Notice period waived	Yes	No		
Notice Period Served				
Authority who has waived the notice period				

Visa / Insurance / Passport

				Signed by / Date
Visa Status of employee**	Cancel	Transfer	To be kept on hold	
Visa Status of employee's family	Cancel	Transfer	To be kept on hold	
If visa is on hold, when will it be cancelled				
Visa cancelled on				
Passport returned to staff	Yes	No	NA	
Medical insurance ***	Cancel	Keep valid	NA	
Medical insurance card returned	Yes	No	NA	
Medical Insurance cancelled on				
If medical insurance to be kept valid, when will it be cancelled				
Life Insurance	Cancel	Keep valid	NA	

** If the visa not to be cancelled, a written request from the employee is required. 50% of the final

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settlement will be retained till the visa is cancelled.

*** If the medical insurance is not to be cancelled, a written request from the employee is required.

				Signed by / Date
Office access card returned	Yes	No	NA	
Phone bill cleared	Yes	No	NA	
Air fare to be paid	Yes	No	NA	
Repatriation quotes received	Yes	No	NA	
Obtain forwarding address / phone no.	Yes	No	NA	
Remove from 'payroll'	Yes		No	
Loans with bank	Yes		No	
Final settlement to be sent to local bank	Yes		No	
If final settlement to be sent to non local bank, details of Bank and Account No:	Yes			
'Exit Interview' conducted	Yes		No	
Resignation acceptance letter	Yes		No	
Service certificate given	Yes		No	
Others				

Employee Name	Employee Signature	Date