COMPANY PROPERTY RETURN FORM / EXIT CHECKLIST

EMPLOYEE PARTICULAR			
Name		Badge No	
Designation		Last Working Date	
Job Grade		Immediate Superior	
Company		Department	

	ITEM - COMPANY PROPERTY (√ *Please tick applicable items).*	REMARKS
☐	LAPTOP	
☐	MAXIS - SIM CARD	
☐	HAND PHONE	
☐	COVERALL	
☐	OGSP CARD	
☐	OSP SMART CARD	
☐	PPE (SAFETY SHOES, GLOVES, SAFETY HELMET, EARMUFF & GOGGLES)	
☐	MISCELLANEOUS (Task/Job Checklist) Job Handover List (to include contact details of important personnel- To be signed off by Supervisor and attached to this document	
☐		
☐		
☐		
Signature of Employee:		Signature of Supervisor:

Please make sure all PPE is in good condition when returned. Any PPE damage, missing or stolen must be replaced by the employee. The company may also impose salary deduction based on the purchase price if the employee has decided to ignore.

FOR HUMAN RESOURCES USE ONLY	
Received On:	Received By: