

Clearance Certificate - Part C

Name	Staff Number	Effective Date
Position Title	PAN Form No.	Last Working Day
Department	Completion of contract	Voluntary

The above mentioned employee has been cleared for final payment

The following items have to be taken into account:

To be initialled by supervisor

1.0 Instructions to personnel accounting

1.1 To withhold

Excess vacation days

Outstanding loan

Moving expenses

Educational refund plan

Miscellaneous

Negative balance flexitime/Check Hota

1.2 To Pay out

Vacation days

Vacation allowance

Deferred salary

Pension Premium

Positive balance flexitime/Check Hota

Out standings employee Savings Schemes

Miscellaneous

2.0 Checklist personnel accounting

2.1 Payroll Section

Balance Travel Account RE&C B.V.

Foreign Taxes

Miscellaneous

Signature

Date

Manager of Payroll & Personnel Accounting

cc: Sent to Human Resources Department on: