GINTELL

HEALTH + LOVE + LIFE

- [ ] GINTELL (M) SDN BHD
- [ ] GINTELL (BORNEO) SDN BHD
- [ ] GINTELL IREST SDN BHD
- [ ] GINTELL FITNESS FORMULA SDN BHD
- [ ] GINTELL REST N GO SDN BHD
- [ ] GINTELL (S) PTE LTD
- [ ] GINTELL (B) SDN BHD
- [ ] GINTELL (THAILAND) CO., LTD.
- [ ] ERACARE VIETNAM CO. LTD.
- [ ] ERACARE PHILIPPINES, INC.

Employment Clearance Form

Name : _____ Employee No : _____

Designation : _____ Department/Showroom : _____

An employee is required to return the Company's properties to the respective Department and settle all the outstanding issues before leaving the Company. He/She is instructed to bring this form to the various Departments as stated below to obtain clearance before the salary can be paid to him/her. The management reserves the right to withhold the salary, commission, overriding, bonus for the purpose of such issues for a period to be determined.

Please tick the appropriate boxes.

1. Employee's Own Department

- [ ] _____
- [ ] _____
- [ ] _____

2. Showroom/IT Department/Others Department

- [ ] _____
- [ ] _____
- [ ] _____

Outstanding items : _____

Cleared by : _____ Date : _____

(Signature of Manager/HOD)

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3. Human Resources Department

- [ ] Staff ID Pass
- [ ] _____
- [ ] _____
- [ ] _____

Outstanding items: _____

Cleared by: _____ Date: _____

Human Resources