MARULENG MUNICIPALITY

EMPLOYEES CLEARANCE AND EXIT CERTIFICATE

PLEASE NOTE:

a) This form is completed when the employee leaves employment resulting from/ or, resignation, end of contract of employment, retirement, dismissal or death.
b) The employee is responsible to ensure that all sections of this form is completed.
c) In the case of death, the Human Resource Section will be responsible for the completion of the form, and
d) This form should be signed off by the relevant heads of departments and, or/ unit heads.

SECTION 1: PERSONAL DETAILS OF EMPLOYEE

This section should be completed by the employee in exit:

a) Surname & full Names	
b) ID Number	
c) Salary/ Employee number	S
d) Department	
e) Unit	
f) Date of appointment	
g) Date of termination	
h) Last working day	
i) Reason/s for resignation	

j) Signature of employee	

SECTION 2: CONFIRMATION BY SENIOR MANAGER/ UNIT HEAD OR SUPERVISOR

The Senior Manager / Acting Senior Manager of the Department or, Unit Head / Acting Unit Head should complete this section:

I _____ hereby confirm in my capacity as **Senior Manager** that the employee has submitted the following documents/items:

Hand over report (electronic)	**YES**	**NO**
Files/ Equipment/ Documents belonging to the municipality	**YES**	**NO**
He/ she has not submitted the following outstanding items/ documents/ files/ equipment or is indebted to Maruleng Municipality as follows		
ITEM/ UNIFORM *(if any)*	**VALUE (RAND)**	

Please add columns if the items are more.

Comments:

_____

_____

_____

Signed: _____ **Date:** _____

SECTION 3: INFORMATION COMMUNICATION TECHNOLOGY

This section is to be completed by the Divisional Manager ICT:

I _____ in my capacity as the Divisional Manager Information and Communication Technology hereby certify that _____has submitted/ not submitted the following items in compliance with policy imperatives of the municipality.

ITEM DESCRIPTION	SERIAL NUMBER / SIM CARD NUMBER
OUTSTANDING ITEMS (if any)	
ITEM	**VALUE OF OUTSTANDING ITEM/ S**

Comments:

_____

_____

_____

Signed: _____ **Date:** _____

DIVISIONAL MANAGER ICT

SECTION 4: CORPORATE SERVICES DEPARTMENT

I _____ in my capacity as the Senior Manager Corporate Services hereby certify that _____ has submitted/ not submitted the following items in compliance with policy imperatives of the municipality.

Item	Value (Rand)	Comments
Name tag		
Office key		
Library books		
Traffic fines (if any outstanding)		
Study assistance/ Loan ***(indicate any outstanding amounts)***		
Outstanding traffic tickets		
Municipal Debt (Recoveries)		

Signed: _____ **Date:** _____

DIRECTOR CORPORATE SERVICE

SECTION 6: PERFORMANE MANAGEMENT SYSTEM BY THE DIVISIONAL MANAGER IPMS

I _____ in my capacity as the Divisional Manager IPMS hereby certify that _____has submitted/ not submitted the following items in compliance with policy imperatives of the municipality.

Details	Yes/No	If yes, please provide	
Would you like to be assessed for the period under review (……/……), after you have left the institution?		**Contact number**	**Personal email address**

Comments:

_____

_____

Signed: _____ **Date:** _____

DIVISIONAL MANAGER: IPMS

SECTION 5: FINANCIAL CONFIRMATION BY THE CHIEF FINANCIAL OFFICER

I _____ in my capacity as the Chief Financial Officer hereby confirm that the employee _____ is owing the municipality/ not owing the municipality in terms of our records:

ITEMS	VALUE (RAND)	Comments

Comments:

_____

_____

Signed: _____ **Date:** _____

CHIEF FINANCIAL OFFICER

SECTION 6: CONSENT BY THE EMPLOYEE

I _____ hereby consent that the sum of

_____ be debited by the municipality as repayment of the debt as indicated above.

Signed: _____ **Date:** _____

EMPLOYEE SIGNATURE

SECTION 7: HR SENIOR PERSONNEL OFFICER (FOR OFFICE USE ONLY)

I _____ in my capacity as the HR Senior Personnel Officer hereby confirms that all/ not all sections of the clearance certificate have been completed/ not completed:

The following sections are incomplete:

SECTION/S

Comments:

_____

_____

Signed: _____ **Date:** _____

HR SENIOR PERSONNEL OFFICER

SECTION 8: SUBMISSION TO THE FINANCE DEPARTMENT

The clearance certificate is referred to Salaries by _____ as confirmation of final processing of all employees' benefits/ and where applicable effecting of all outstanding amount owed to the institution as per section 5.

Signed: _____ **Date:** _____

HR SENIOR PERSONNEL OFFICER