



CLEARANCE CERTIFICATE

STAFF whose services are terminating, should complete the clearance certificate at the various divisions. Your final salary cheque will be handed to you on your last day of service, only if the completed clearance certificate has been handed in to the Salaries Office.

N.B. Your final salary will not be deposited in your banking account, subject to the abovementioned. (Please make arrangements with the Salaries Office regarding clearance in December). Any questions regarding the completion of this form, please contact Human Resources.

BIOGRAPHICAL DETAIL

Name: _____	Staff no.: _____
Division: _____	Entity: _____
Future address (home): _____	Work: _____
_____	_____
_____	_____
Tel.: _____	Tel.: _____

DIRECTORS/DIVISIONAL HEADS

Please ensure that all outstanding articles (apparatus, periodicals, question papers, etc.) are handed back to TUT before you sign the form. If there are outstanding articles, you should sign a nul statement.

If the staff member who is leaving, owes your Division any money, please indicate the amount. Any outstanding money should be paid in at the Fees Office and the receipt should be submitted to the Salaries Office, otherwise that amount will be recovered from the staff member's final salary.

CLEARANCE ROUTE

1. Human Resources

- Study debt (takeover/loan)..... R.....
- Sponsor accountability..... R.....
- Relocation cost..... R.....
- Sabbatical leave..... R.....

Human Resources Officer

Date and official stamp

2. Publication and Design Services

- Private printing work: Receipt number..... R.....
- Other

Divisional Head

Date and official stamp

3. Library

- Books/periodicals..... R.....
- Other

Director

Date and official stamp

4. Logistical Services

- Identity card handed in..... R.....
- Remote control handed in..... R.....
- Other..... R.....

Director

Date and official stamp

5. Debtors

- Study fees..... R.....
- Other..... R.....

Divisional Head

Date and official stamp

6. Creditors

•Purchasing vouchers..... R.....

Divisional Head

Date and official stamp

7. Building and Estates

•Number of offices being vacated.....

•Other areas (laboratories, etc.).....

NB. Only by means of a decision by the Building and Estates Committee, will these areas be reallocated. Keys are to be handed in at the Senior Director of Planning Services on the last working day.

Chief Director

Date and official stamp

8. Directorate/Department/Division (of staff member)

•Number of offices being vacated.....

•Other areas (laboratories, etc.).....

I hereby declare that the employee was present and performed his/her duties until

.....20..... and that all keys, equipment and cellphones in

his/her possession have been returned.

Director/Divisional Head

Date and official stamp

9. ICT

- Cellphone R.....

Director

Date and official stamp

10. Asset Control

- University Asset R.....

Director

Date and official stamp

11. Salaries

- Loans R.....

- Tax IB88 R.....

- Pension note R.....

- Motor vehicle scheme (attach the Stannic clearance certificate for scheme A)

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- Other R.....

I hereby acknowledge the receipt of cheque number

R.....

Yes No

Staff member

Date

Head of Salaries Division

Date and official stamp