



BRITAM STAFF CLEARANCE FORM – PERMANENT EMPLOYEES

Name	SYMON GATIMU	Staff Number	4272
Job Title	REINSURANCE ASSOCIATE	Business Unit	GENERAL INSURANCE
Department/Section	REINSURANCE	Country	KENYA
Date of Employment	27/07/2017	Last day of work	30th Nov 2020
Date of Resignation	27th Oct 2020		
Nature of cessation of employment	Resignation <input checked="" type="checkbox"/> Termination <input type="checkbox"/> Retirement <input type="checkbox"/> Any other <input type="checkbox"/> <i>Please tick whichever is applicable</i>		
Forwarding Address	772-10300	Town	KERUGOYA
Telephone number	0723411648	Email Address	symongitani@gmail.com

Below is a list of departments to be cleared with sequentially. Please ensure that you obtain the signature of the individual listed in the various sections as they appear.

1. User Division/Department

Hand-over to Manager?

Handover given and report submitted	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Work responsibilities completed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Any other (notice period, waiver etc.)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Company documents and manuals handed over	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Immediate Supervisor/HOD: Name: Leonard Chirchir Signature: Date: 23/12/2020

2. Legal & Compliance

Liabilities & Status (If any)

Legal Manager: Name _____ Signature _____ Date _____

3. Internal Audit

Liabilities & Status (If any)

None to my knowledge

Internal Audit Manager: Name ANTHONY NJAU Signature Date 26.11.2020

4. Risk & Compliance

Liabilities & Status (If any)

N/A

Risk & Compliance Manager: Name Susan Muthiri Signature Date 18/11/2020

5. Marketing & Corporate Affairs

Liabilities & Status (If any)

Marketing Manager: Name _____ Signature _____ Date _____

6. Finance department

Liabilities & Status (If any)

Finance Manager: Name _____ Signature _____ Date _____

7. Finance, Treasury and Investments

LOAN TYPE	BALANCE	REMARKS
MORTGAGE LOAN	-	
CAR	-	
PLT	-	
CAP	-	

Treasury & Investment Manager: Name for JESHA MATI Signature [Signature] Date 16/12/2020

8. Information Technology

CLEARANCE ACTIVITIES	RESPONSE	SERIAL NUMBER	IF YES, DATE
Laptop computer received	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	50G4362KK7/RGNL	23/12/2020
Power supply cable received	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
Laptop bag received	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	N/A	
User account removed	Yes <input type="checkbox"/> No <input type="checkbox"/>		
PC received-Mouse, Keyboard, CPU & Screen	Yes <input type="checkbox"/> No <input type="checkbox"/>		
All access rights deleted	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A	
Office telephone account removed	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Office telephone received	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WZP184108NE/BAS2070	23/12/2020

Manager, IT Service Desk: Name _____ Signature _____ Date _____

Manager, Application Support: Name James Kimotho Signature [Signature] Date 23.12.2020

Manager, Office Automation: Name Reuben Mwachia Signature [Signature] Date 23/12/2020

Manager, Security: Name _____ Signature _____ Date _____

9. Administration

CLEARANCE ACTIVITIES	RESPONSE	IF YES, DATE
Staff access card received	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	16/12/2020
Keys to pedestal drawers and office cabinets received	Yes <input type="checkbox"/> No <input type="checkbox"/>	16/12/2020
Company car and keys (where applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A
NHIF Parking Card	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A
Company Mobile phone(where applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A
Registry hard copy files	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Others (specify)		

Administration Manager: Name Sarah Ndutu Signature [Signature] Date 16/12/2020

10. Human Resources

CLEARANCE ACTIVITIES	RESPONSE	IF YES, DATE/AMOUNT
Completed Exit Questionnaire and Interview	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Medical Cards Received	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Pension Withdrawal	Yes <input type="checkbox"/> No <input type="checkbox"/>	

HR Business Partner: Name _____ Signature _____ Date _____

a) Payroll

b) PAY ELEMENTS	UNITS	AMOUNT
Basic Pay		
Number of Days Payable		
Leave Days		
Days in Lieu of Notice		
Less:		
PAYE		
Salary Advance		
Cooperative Loans		
20% Out-patient co-pay		
Others (please specify)		
Total Amount Payable		

HR Manager, Reward: Name _____ Signature _____ Date _____

11. Final Signoff

HR Director (Grades H to L) / HR Manager (Grades A – G):

Name _____ Signature _____ Date _____

CLEARANCE DECLARATION

I confirm receipt of payment of Kshs. _____ through Cheque No. _____ in respect of my final dues from Britam and that I hold no further claim against the company.

EMPLOYEE:	
Name: _____	ID No : _____
Signature: _____	Date: _____
WITNESS: (HR Department Official)	
Witness: _____	ID No: _____
Signature: _____	Date: _____

Please note: It is mandatory for the employee to sign off the clearance form upon receipt of final dues.

Request for Clearance

3 messages

Gatimu, Symon <sgatimu@britam.com>
To: Njenga Koigi Linda <lnjenga@britam.com>

Wed, Nov 25, 2020 at 4:16 PM

Dear Linda,

I trust you are well.

As discussed, please assist with clearance.

I have attached my Clearance Form for your reference.

--

Kind Regards,

Gatimu, Symon

Reinsurance Associate | GI Reinsurance | Head Office

Britam General Insurance Company (Kenya) Limited

Regulated by Insurance Regulatory Authority

Email: CustomerService@britam.com Self Service: <https://customerconnect.britam.com>

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 **Clearance Form - Symon Gatimu.pdf**
1245K

Linda, Njenga Koigi <lnjenga@britam.com>
To: "Gatimu, Symon" <sgatimu@britam.com>

Wed, Nov 25, 2020 at 4:38 PM

Dear Symon,

This is noted and cleared.

[Quoted text hidden]

[Quoted text hidden]

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Request for Clearance

3 messages

Gatimu, Symon <sgatimu@britam.com>
To: "Mary, Kiilu" <mkiilu@britam.com>

Wed, Dec 16, 2020 at 12:45 PM

Dear Mary,

I trust you are well.

As discussed, please assist with clearance.

I have attached my Clearance Form for your reference.

Kind Regards,

Gatimu, Symon

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960K

Mary, Kiilu <mkiilu@britam.com>
To: "Gatimu, Symon" <sgatimu@britam.com>

Wed, Dec 16, 2020 at 12:58 PM

Simon has been cleared by Marketing.

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DISCLAIMER

Request for Clearance

3 messages

Gatimu, Symon <sgatimu@britam.com>
To: Everlyne Munge <emunge@britam.com>

Wed, Nov 25, 2020 at 5:58 PM

Dear Everlyne,

I trust you are well.

As discussed, please assist with clearance.

I have attached my Clearance Form for your reference.

Kind Regards,

Gatimu, Symon

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1245K

Munge, Everlyne <emunge@britam.com>
To: "Gatimu, Symon" <sgatimu@britam.com>

Thu, Nov 26, 2020 at 10:57 PM

Hi Symon,

This is approved from my end

On Wed, 25 Nov 2020 at 17:58, Gatimu, Symon <sgatimu@britam.com> wrote:

Dear Everlyne,

I trust you are well.

As discussed, please assist with clearance.

I have attached my Clearance Form for your reference.

Kind Regards,