

## BRITAM STAFF CLEARANCE FORM - PERMANENT EMPLOYEES

Name	SYMON GATIMU	Staff Number	4272			
Job Title	REINEURANCE ASSOCIATE	<b>Business Unit</b>	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	WOIK	GO WW. 2020			
Nature of cessation of employment	Resignation	(e)	Termination ()			
chiployment	Retirement	()	Any other ()			
	Please tick whichever is applicable					
Forwarding Address	772-10300	Town	KERUGOYA			
Telephone number	0723411648	Email Address	symongitari@grail.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.

Yes No 🗆

## 1. User Division/Department

Handover given and report submitted

Risk & Compliance Manager: Name \_\_\_\_\_\_ Muhum

Hand-over to Manager?

Work responsibilities completed	Yes No a
Any other (notice period, waiver etc.)	Yes No a
Company documents and manuals handed over	Yes, No o
Immediate Supervisor/HOD: Name: Leaned Ch	Nichiy Signature: Date 23 12 2020
2. Legal & Compliance	
Liabilities & Status (If any)	
Logal Managow Name	Data.
Legal Manager: Name Sign	nature Date
3. Internal Audit	
Liabilities & Status (If any) None to my kno	owledge
Internal Audit Manager: Name ANTHONY N.JA	Signature Date 26.11.2020
4. Risk & Compliance	•
Liabilities & Status (If any)	

\_\_Date\_\_18/11/2020



Liabilities & Status (If any)

Finance Manager: Name	Marketing Manager: Name	Signature		Date	
Signature	. Finance department				
Finance Manager: Name					
Signature   Date   Location   L	Liabilities & Status (II ally)				
Finance, Treasury and Investments   REMARKS					
LOAN TYPE BALANCE REMARKS    MUTAGAGE COMP	Finance Manager: Name	Signature _		Date	
LOAN TYPE BALANCE REMARKS    MUTGACE CAN	Finance Transmissed Investment				
Modification of the company of the c	· · · · · · · · · · · · · · · · · · ·		Anna and the second		
Treasury & Investment Manager: Name MATT Signature MATT Signature MATT Date Locations  3. Information Technology  CLEARANCE ACTIVITIES RESPONSE SERIAL NUMBER IF YES, DATE  Laptop computer received Yes No DIAGRAGANT NO DIAGRAGA		REMARK	5		
Treasury & Investment Manager: Name	CAPTER OF THE COUNTY OF THE PROPERTY OF THE COUNTY OF THE	- LIES	n		
Treasury & Investment Manager: Name	The second state of the se	7 44			
Signature   Date   Light   L	l W)	<u> </u>			· · · · · · · · · · · · · · · · · · ·
CLEARANCE ACTIVITIES  RESPONSE  Laptop computer received  Power supply cable received  Laptop bag received  Ves No   SCARCZWT No 2   23 / 12 2020    Power supply cable received  Ves No   N/A    Laptop bag received  Ves No   N/A    User account removed  PC received-Mouse, Keyboard, Yes   No   N/A    CPU & Screen  All access rights deleted  Office telephone account removed  Ves   No   WZP13410KNC BAST 2   20 20    Manager, IT Service Desk: Name   Signature   Date    Manager, Application Support: Name   James Kimoth of gnature   Date    Manager, Office Automation: Name   Signature   Date    Manager, Security: Name   Signature   Date   Date   Date    Manager, Security: Name   Signature   Date   Dat		MATI Sim	Att C	Data intelled	2020
CLEARANCE ACTIVITIES  Laptop computer received  Power supply cable receive	reasury & investment manager: Na	me sign	acure 47	Date	
Laptop computer received   Yes   No	. Information Technology				
Power supply cable received  Laptop bag received  Ves vo No vo No	CLEARANCE ACTIVITIES	RESPONSE SEI	RIAL NUMBER	IF YES, DATE	
Power supply cable received  Laptop bag received  Ves vo No vo No	Laptop computer received	Yes No - SCE	4762KK7/1020	23/12	12020
Laptop bag received  Ves No No N/A  User account removed  PC received-Mouse, Keyboard, Yes No No N/A  All access rights deleted  Office telephone account removed  Yes No No N/A  Office telephone received  Manager, IT Service Desk: Name  Signature  Date  Manager, Application Support: Name  James Kimothognature  Manager, Office Automation: Name  Signature  Date  Date  9. Administration  CLEARANCE ACTIVITIES  Staff access card received  Keys to pedestal drawers and office cabinets received  Keys to pedestal drawers and office cabinets received  Yes No N/A  N/A  N/A  N/A  N/A  N/A  N/A  N/A	Power supply cable received		NIA		
PC received-Mouse, Keyboard, CPU & Screen  All access rights deleted  Office telephone account removed  Office telephone received  Yes □ No □  Office telephone received  Yes □ No □  WZP1341@NCRASTROTO  18/12/2020  Manager, IT Service Desk: Name  Signature  Date  Manager, Application Support: Name  James Kimoth® gnature  Path Manager, Signature  Date  Date  Manager, Office Automation: Name  Signature  Date  Date  9. Administration  CLEARANCE ACTIVITIES  RESPONSE  IF YES, DATE  Staff access card received  Keys to pedestal drawers and office cabinets received  Yes □ No □  VIII	Laptop bag received	Yes va No 🗆	N/A		
All access rights deleted  All access rights deleted  Office telephone account removed  Office telephone received  Yes No WZP184/NNCRAGRO BY 12/2020  Manager, IT Service Desk: Name  Signature  Date  Manager, Application Support: Name  Manager, Office Automation: Name  Signature  Signature  Date  Date  Date  9. Administration  CLEARANCE ACTIVITIES  RESPONSE  Staff access card received  Keys to pedestal drawers and office cabinets received  Company car and keys (where applicable)  Yes No NA  N/A  N/A  N/A  N/A  N/A  N/A  N/A	ALL CONTRACTOR PERSONNELS AND SERVICE MARKET WAS AND ADDRESS OF THE CONTRACTOR ADDRESS OF TH				
All access rights deleted  Office telephone account removed  Yes No No WZP1841000 BAGTROTO TE/12/2020  Manager, IT Service Desk: Name  Signature  Date  Manager, Application Support: Name James Kimothognature  Manager, Office Automation: Name Review Machine Signature  Date  Date  12/12/2020  Manager, Office Automation: Name  Signature  Date  Date  9. Administration  CLEARANCE ACTIVITIES  Staff access card received  Keys to pedestal drawers and office cabinets received  Yes No		Yes 🗆 No 🗆			
Office telephone account removed Yes No Doffice telephone received Yes No Doffice Automation Support: Name James Kimoth@gnature Proposed Dote 23.12.202 Manager, Office Automation: Name Review Machine Signature Response Dote 27/12/2020 Manager, Security: Name Signature Dote 27/12/2020 Manager, Security: Name Signature Dote 27/12/2020 Manager, Security: Name Signature Dote Dote 27/12/2020 Manager, Security: Name Signature Dote Dote 27/12/2020 Manager, Security: Name Signature Dote Dote Manager, Security: Name Signature No Dote No Do		Yes a No a	N/A		
Office telephone received  Yes, No D  WZP18410NNC RASTROTO  B 12 2020  Manager, IT Service Desk: Name					
Manager, IT Service Desk: Name			P18416RNE/RAG	12070 78/12	2020
Manager, Application Support: Name James Kimoth Signature Amorato Date 23.12.202  Manager, Office Automation: Name Review Machine Signature Review Date 27/12/2020  Manager, Security: Name Signature Date Date  9. Administration  CLEARANCE ACTIVITIES RESPONSE IF YES, DATE  Staff access card received Yes PNO DIE 12/2020  Keys to pedestal drawers and office cabinets received Yes No DIE 12/2020  Company car and keys (where applicable) Yes DNO DIE 16/12/2020			7		
Manager, Office Automation: Name Revon Machanic Signature Revolution Date 22/12/2020  Manager, Security: Name Signature Date  9. Administration  CLEARANCE ACTIVITIES RESPONSE IF YES, DATE  Staff access card received Yes PNO = 16/12/2020  Keys to pedestal drawers and office cabinets received Yes No = 16/12/2020  Company car and keys (where applicable) Yes = No = N	wanager, 11 Service Desk: Name		duie	_Date	
Manager, Security: Name Signature Date	Manager, Application Support: Name	e <u>James Kimot</u> l	ງ <b>§</b> gnature <u>⊈&lt;√</u> M	1071/0Date 23.12	2.2020
Manager, Security: Name Signature Date	Manager Office Automation: Name	Dechen Machanis	ignature Rud	Date 27/10	2620
9. Administration  CLEARANCE ACTIVITIES  Staff access card received  Keys to pedestal drawers and office cabinets received  Company car and keys (where applicable)  RESPONSE  IF YES, DATE  Yes p No p 16 12 20 20  If 12 20 20  Yes p No p 16 20	Manager, Office Automation. Name	COUNTY TO 190 HITE	igriature <u>reo</u>	Dute 125 TE	COLO
CLEARANCE ACTIVITIES  Staff access card received  Keys to pedestal drawers and office cabinets received  Company car and keys (where applicable)  RESPONSE  Yes p No p   16   12   20 20   16   20 20   20   20   20   20   20   20	Manager, Security: Name	Signature		Date	
CLEARANCE ACTIVITIES  Staff access card received  Keys to pedestal drawers and office cabinets received  Company car and keys (where applicable)  RESPONSE  Yes p No p   16   12   20 20   16   20 20   20   20   20   20   20   20	Administration				
Staff access card received  Keys to pedestal drawers and office cabinets received  Company car and keys (where applicable)  Yes p No p 16 12 20 20  Yes p No p 16 12 20 20  Yes p No p No p 16 12 20 20  Yes p No p N	No. 20 In the Company of the Company		PESPONSE	TE VES DATE	
Keys to pedestal drawers and office cabinets received  Yes No D  16 12 20 20  Company car and keys (where applicable)  Yes D  Yes D  NO D  NO D					7 000
Company car and keys (where applicable)  Yes  No. 10 (x)	A land to the state of the stat	LOWER TO THE REAL PROPERTY AND ADDRESS OF THE PERTY ADDRESS OF T	100	0.00	
The state of the s				020	
NHIL PARKING CARD	NHIF Parking Card	Yes - No -	Y		
Company Mobile phone(where applicable)  Yes  No		The state of the s		NAT CONSIDERATION OF A STATE OF	
Registry hard copy files  Yes  No		Control of the state of the sta		-	



### 10. Human Resources

CLEARANCE ACTIVITIES	RESPONSE	IF YES, DATE/AMOUNT
Completed Exit Questionnaire and Interview	Yes 🗆 No 🗆	
Medical Cards Received	Yes a No a	
Pension Withdrawal	Yes - No -	
HR Business Partner: Name	Signature	Date
a) Payroll		
b) PAY ELEMENTS	UNIT	S AMOUNT
Basic Pay	(有) Al	
Number of Days Payable		
Leave Days		
Days in Lieu of Notice	14 17 17 17 17 17 17 17 17 17 17 17 17 17	
Less:		
PAYE	- 15 ( )	
Salary Advance	100	
Cooperative Loans	7 (1) 0 (1) 12 1	
20% Out-patient co-pay		
Others (please specify)	127	
Total Amount Payable	2.23	
HR Manager, Reward: Name	_ Signature	Date
HR Director (Grades H to L) / HR Manager (Grades  Name Signature	s A – G):	Date
CLEARANCE DECLARATION		
T		l Cl N
I confirm receipt of payment of Kshs		
in respect of my final dues from Britam and that	i noid no further	claim against the company.
p		
EMPLOYEE:		
Name:	ID No :	
Signature:	Date:	C. C
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 <Injenga@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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Linda, Njenga Koigi <njenga@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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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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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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[Quoted text hidden]

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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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**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,