

## Clearance Certificate - Part C

Name	Staff Number	Effective Date
Position Title	PAN Form No.	Last Working Day
Department	Completion of contract	Voluntary

The above mentioned employee has been cleared for final payment

The following items have to be taken into account:

To be initialled by supervisor

**1.0 Instructions to personnel accounting**

1.1	To withhold		
	Excess vacation days		
	Outstanding loan		
	Moving expenses		
	Educational refund plan		
	Miscellaneous		
	Negative balance flexitime/Check Hota		

1.2	To Pay out		
	Vacation days		
	Vacation allowance		
	Deferred salary		
	Pension Premium		
	Positive balance flexitime/Check Hota		
	Out standings employee Savings Schemes		
	Miscellaneous		

**2.0 Checklist personnel accounting**

2.1	Payroll Section		
	Balance Travel Account RE&C B.V.		
	Foreign Taxes		
	Miscellaneous		

Signature

Date

Manager of Payroll & Personnel Accounting

cc: Sent to Human Resources Department on: