

## CLEARANCE CERTIFICATE AND TRANSFER NOTE

Date of Departure : \_\_\_\_\_ Time of Departure : \_\_\_\_\_ a m / p m

Employee ID No. : \_\_\_\_\_ Employee Name : \_\_\_\_\_

Designation / Trade : \_\_\_\_\_ Project : \_\_\_\_\_

Being transferred from : \_\_\_\_\_ To : \_\_\_\_\_

Purpose of transfer : ☐ Routine Transfer ☐ Annual Leave ☐ Resignation ☐ Medical Treatment ☐ Any other

Remarks / Means of Transport : \_\_\_\_\_

Notified to : \_\_\_\_\_

Certified that there is nothing outstanding in the books of this office against the employee except the following :

Sr #	Description	Remarks
1	Car / Truck / Jeep with keys and other accessories.	
2	Laptop / Desktop Computer with accessories.	
3	Mobile Set / SIM Card / Charger	
4	Camera	
5	USB Drive / Calculator	
6	Libyan Driving License / Car Registration / Authority Letter	
7	Desert Pass / ID Card	
8	Non Sparking / Safety Tools / Special Tools	
9	Tool box	
10	International Phone Calls	
11	Any other	

\_\_\_\_\_  
Name & Sign In-charge  
Dispatch Site

\_\_\_\_\_  
Name & Sign In-charge Store  
Dispatch Site

\*\*\*\*\*

Date of arrival at joining camp : \_\_\_\_\_ Time of arrival : \_\_\_\_\_ a m / p m

\_\_\_\_\_  
Name & Sign In-charge  
Joining Site

\*\*\*\*\*

To be filled in only for employees proceeding on vacation / final exit.

\_\_\_\_\_  
In-charge  
HRD

\_\_\_\_\_  
In-charge  
Finance

\_\_\_\_\_  
Counter sign  
(CEO / RD / DPP / GM)

CC:

- File
- To receiving site
- HR Department Tripoli Office

NOTE: HR Department in Tripoli Office & Site In-charge of joining camp must be notified in advance before dispatch of employee from site. Time sheet to be enclosed with this Transfer Note.