

Company Property Surrender Checklist for Exiting Staff

Employee Name: _____

Employee ID: _____

Position/Department: _____

Last Working Day: _____

List of Company Property to be Surrendered

No.	Item Description	Asset / Serial No.	Condition	Returned	Remarks
1	Laptop / Computer	_____	Good / Fair / Poor	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
2	Company Mobile Phone	_____	Good / Fair / Poor	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
3	Access Card / ID Card	_____	Good / Fair / Poor	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
4	Office Keys	_____	Good / Fair / Poor	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
5	Uniform / Company Wearables	_____	Good / Fair / Poor	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
6	Other (Specify): _____	_____	Good / Fair / Poor	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Employee Signature:

Date: _____

Receiving Officer:

Date: _____

HR/IT Verification:

Date: _____

Important Notes

- All company property must be surrendered before the last working day.
- Failure to return items in good condition may result in deductions or other actions as per company policy.
- This checklist should be completed by the immediate supervisor and verified by HR or IT where necessary.
- Retain a signed copy for both the employee and company records.