



Clearance Form

Name of Employee: Position.:
Job Centre: **Ibri College of Applied Sciences** Department:

As the employee mentioned above (File No:) is leaving the country for one of the following purposes:

1. Regular Annual Leave 2. Secondment / Transfer 3. End of Contract

He/She therefore is responsible for obtaining the following clearances.

Electricity Office

This is to certify that the name mentioned above has paid all utilities relating to electricity and water up to the date of departure.

Signature of person in charge for electricity

Seal

Signature of person in charge for water

Seal

Omantel (Ibri)

This is to certify that the name mentioned above has paid all debts relating to their landline telephone (No.), Internet (), and Mobile phone ().

Signature of person in charge

Seal

Landlord

This is to certify that the name mentioned above has paid all rents due relating to the dwelling I own up to the date of departure.

Name of Landlord:

Signature

Bank

Bank Branch of certifies that

Mr(s) owner of the account No. (.....) has no outstanding debts or loans owed to the bank.

Signature of Bank Manager

Seal