* ID Card
* Car Badge
* Office Keys
* Master Key or other rooms keys (laboratories , halls , others ….)
* Cancel email accounts
* Office Furniture
* PC and Electronic Devices
* Webpage Account
* Library Materials

**Name : Signature**

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|  | **Termination Checklist** | | **Document No** | **IU.HR.FR.020E** |
| **Validity Date** | 22-05-2016 |
| **Revision No** | 00 |
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