

Off-boarding procedure checklist

1	Housing Lease Termination The termination date: Final inspection date:	☐
2	Fire insurance termination The termination date:	☐
3	Home Internet cancellation The termination date:	☐
4	SIM/Mobile phone contract cancellation Memo:	☐
5	Utility Disconnection ☐Power: ☐Gas: ☐Water The termination date: The termination date: The termination date: Final bill: Final bill: Final bill:	☐
6	Car Insurance cancellation Memo:	☐
7	Check the requirements for 'pension withdrawal lump-sum payment' Memo:	☐
8	Sell/dispose of car(s) Memo:	☐
9	Sell/dispose of personal belongings Memo:	☐

10	Credit cancellation Memo:	☐
11	Submit a move-out notice to municipality Memo:	☐
12	Child allowance & child medical expense aide cancellation Memo:	☐
13	Garbage/bulk waste disposal Memo:	☐
14	Close unnecessary bank account Memo:	☐
15	Return OIST ID card/family card on your last day at OIST Memo:	☐
16	Return residence card at the passport control at the airport Memo:	☐