|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **This checklist describes the last important steps that must be carried out if your employee will not be working on the MEYER WERFT GmbH & Co. KG for the time being.**  **Please observe the following open times:**  **Monday-Friday: 07:00 – 12.00 am and**  **12:45 – 14.00 pm**  **Contact in the Registration Department::**  **Irina Sinner: Tel.: +49 (0)4961 81 4790**  **Michaela van Ellen: Tel.: +49 (0)4961 81 6246** | | **Contractor** | **Supplier No.** | | | **Order** | | | | |
| **Number** | **Year** | | | **Account** |
|  |  | | |  |  | | |  |
| **Contact/Site Manager MEYER WERFT** | **Surname, First Name:** | | | | | | | |
| **Phone:** | | | | | | | |
| **E-Mail:** | | | | | | | |
|  | | | | | | | | | | |
| **Surname** | **Name** | | | **Long-term ID-No.** | | | | | **Registration No.** | |
|  |  | | | |  | | |  | | |
| **Requirement** | | | | **Check** | | **Confirmation MEYER WERFT (valid only with stamp)** | | | | |
| The form “Registration, extension and deregistration of employees (Supplier) at the MEYER WERFT GmbH & Co. KG” has been filled out and sent to [abmeldung-mw@meyerwerft.de](mailto:abmeldung-mw@meyerwerft.de) 48 hours before the employee is leaving the shipyard. | | | |  | | *No confirmation by MEYER WERFT is required* | | | | |
| The tool is returned to the issuing office. Confirmed by hardcopy.  *(This does not apply to employees from the administrative area/ without barcode on the ID)* | | | |  | |  | | | | |
| The ID is returned to the Registration Dept., gate 3. The tool account is again checked for return. | | | |  | |  | | | | |
| **This form must be shown before leaving the shipyard at gate 3. A copy may be requested by the de-registrated employee to ensure and confirm the complete obligations. Please pay attention to page 3 on the form “Registration, extension and deregistration of employees (Supplier) at the MEYER WERFT GmbH & Co. KG” .** | | | | | | | | | | |