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| --- | --- | --- | --- |
| **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 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” .** |