


Employee Photo ID and Access Card Requisition Form	Form Serial No:	Facility Name/Year/Serial No
<u>Please read the below instructions before filling-up the form</u> <ul style="list-style-type: none"> The Access Card and Display ID card are non-transferrable. In case you lose any of these cards please report to the Facility Helpdesk immediately to prevent misuse. 		
Employee Name (Full name in Block letters)	:	<div style="display: flex; justify-content: space-between; border-bottom: 1px dashed black; margin-bottom: 5px;"> _____ _____ _____ </div> <div style="display: flex; justify-content: space-between;"> First Name Middle Name Last Name </div>
Applied for (Pls tick the Box)	:	<input checked="" type="checkbox"/> Access Card <input checked="" type="checkbox"/> Accenture ID Card <input checked="" type="checkbox"/> Display ID Card
Date of Joining [dd/mm/yyyy]	:	<div style="border-bottom: 1px dashed black; text-align: center;"> _____ 20/09/2021 _____ </div>
Career Level	:	<div style="border-bottom: 1px dashed black; text-align: center;"> _____ </div>
Emp ID Number	:	<div style="border-bottom: 1px dashed black; text-align: center;"> _____ 13229119 _____ </div>
Project Name/Department	:	<div style="border-bottom: 1px dashed black; text-align: center;"> _____ </div>
Business Unit	:	<div style="border-bottom: 1px dashed black; text-align: center;"> _____ (ATC/AO/ICF/Consulting) </div>
Building and City	:	<div style="display: flex; justify-content: space-between; border-bottom: 1px dashed black; margin-bottom: 5px;"> _____ -999999 _____ Chennai </div> <div style="border-bottom: 1px dashed black; text-align: center;"> Facility / Location Name </div>
Emergency Contact Person	:	<div style="border-bottom: 1px dashed black; text-align: center;"> _____ Thangaraj _____ </div>
Emergency Contact Number	:	<div style="border-bottom: 1px dashed black; text-align: center;"> _____ (+91) 9442814213 _____ </div>
Date: __/__/__		<div style="text-align: center;">  <div style="border-top: 1px solid black; margin-top: 5px; text-align: center;"> Blessy Precilla (Sep 7, 2021 14:50 GMT+5.5) </div> </div>
		Employee Signature
Date: __/__/__		<div style="text-align: center;"> <div style="border-top: 1px solid black; margin-top: 5px; text-align: center;"> Name and Signature of HR representative </div> </div>

<u>FOR OFFICE USE BY WORKPLACE</u>	
Name of the Helpdesk executive with whom you wish to share the information	
Access card no. (Issued)	
Access Card Valid Till (Based on Date of Joining)	
Date of Issue	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> ____ / ____ / ____ (Access Card) </div> <div style="text-align: center;"> ____ / ____ / ____ (ID Card) </div> </div>
Signature of the Helpdesk Executive	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border-bottom: 1px dashed black; width: 45%;"></div> <div style="border-bottom: 1px dashed black; width: 45%;"></div> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">(Access Card)</div> <div style="text-align: center;">(ID Card)</div> </div>
Signature of the Employee	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border-bottom: 1px dashed black; width: 45%;"></div> <div style="border-bottom: 1px dashed black; width: 45%;"></div> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">(Access Card)</div> <div style="text-align: center;">(ID Card)</div> </div>

Form 163(OBT)
 Revision No.: 1.0
 Revision Date: 01/06/2018
 The information provided in this form will be used internally for generation of Employee ID and Access Card and to contact in event of an emergency only. We assure strict confidentiality of the information provided). This information will be retained for a period of Current year + 13 months from the date you share the information with Accenture.

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