

USER CHANGE REQUEST FORM



CURRENT/EXISTING USER DETAILS

☐ PC login

☐ e-finance system access

☐ Email access

☐ Permanent Lock Request

☐ User Change Request

First Name _____

Branch _____

Last Name _____

Department _____

NIC Number _____

User Designation _____

EPF No _____

Contact No _____

e-finance User ID _____

BRANCHES / DEPARTMENT CHANGES

Requested Date _____ Resigned Date _____ With effect _____

From (Branch/Dept) _____ To (Branch / Dept) _____ Signature _____

ADD TEMPORARY USER ROLE

Current User Role _____

Reason

From _____ To _____

Temporary User Role Assign

Select Role - Branch level

☐ Branch Manager

☐ Daily Collection Officer

☐ Branch Assistant
Manager

☐ Recovery Officer

☐ Branch Teller

☐ Legal Officer

☐ Credit Officer

☐ Intern / Trainees

☐ Marketing Officer

Select Role - HOD Office level

☐ HOD

☐ Manager

☐ Assistant Manager

☐ Executive

☐ Officers

☐ Management Trainees

☐ Intern / Trainees

AUTHORIZED OFFICER DETAILS

Authorized by _____

Signature _____

Designation _____

Date _____

HUMAN RESOURCE MANAGEMENT DEPARTMENT USE ONLY

Requested Date _____

Comments

Approved by _____

Date _____

INFORMATION TECHNOLOGY DEPARTMENT USE ONLY

Date of received _____

Checked by _____

Created by _____

Date _____

Signature _____