


<b>Employee Photo ID and Access Card Requisition Form</b>	<b>Form Serial No:</b>	<b>Facility Name/Year/Serial No</b>
<b><u>Please read the below instructions before filling-up the form</u></b> <ul style="list-style-type: none"> <li>The Access Card and Display ID card are non-transferrable.</li> <li>In case you lose any of these cards please report to the Facility Helpdesk immediately to prevent misuse.</li> </ul>		
Employee Name (Full name in Block letters)	: _____	<div style="display: flex; justify-content: space-between; width: 100%;"> <span>First Name</span> <span>Middle Name</span> <span>Last Name</span> </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]	:	_____ 30/08/2021 _____
Career Level	:	_____
Emp ID Number	:	_____ 13211496 _____
Project Name/Department	:	_____
Business Unit	:	_____ (ATC/AO/ICF/Consulting)
Building and City	:	_____ -999999 _____ Chennai _____ Facility / Location Name
Emergency Contact Person	:	_____ Valarmathi C _____
Emergency Contact Number	:	_____ (+91) 8870894894 _____
Date: __30__ / __08__ / __2021__	<div style="margin-bottom: 10px;">   <u>mageswari c (Aug 9, 2021 11:47 GMT+5.5)</u> </div> <div>Employee Signature</div>	
Date: __ __ / __ __ / __ __ __	<div>Name and Signature of HR representative</div>	

FOR OFFICE USE BY WORKPLACE	
Name of the Helpdesk executive who issued the card	_____
Access card no. (Issued)	: _____
Access Card Valid Till (Based on Date of Joining)	: _____
Date of Issue	____ / ____ / _____      ____ / ____ / _____ (Access Card)                      (ID Card)
Signature of the Helpdesk Executive	_____      _____ (Access Card)                      (ID Card)
Signature of the Employee	_____      _____ (Access Card)                      (ID Card)

Form M63(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.