

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; margin-top: 5px;"> 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]	: _____ 20/09/2021 _____	
Career Level	: _____	
Emp ID Number	: _____ 13238180 _____	
Project Name/Department	: _____	
Business Unit	: _____ (ATC/AO/ICF/Consulting)	
Building and City	: _____ -999999 _____ Hyderabad _____ Facility / Location Name	
Emergency Contact Person	: _____ Suneetha _____	
Emergency Contact Number	: _____ (+91) 8639788827 _____	
Date: __ 20 __ / __ 09 __ / __ 2021 __		_____ Employee Signature
Date: __ __ / __ __ / __ __ __ __		_____ Name and Signature of HR representative

<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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