Dear P.A.T.Paboda (Thanuli),

Date- 2019-02-08

Welcome to CDB Information Systems!!!

Please Use the following User Credentials for Your Systems

Password   : Aaca#3413

PC Login - thanuli.paboda
Email Login - thanuli.paboda@cdbnet.lk
Smart Ops - 01006479
Oracle BI New Link - 01006479
ICBS - 01006479

Instructions in Protecting & Using Your Passwords

   Please find below instructions with regards to protecting and using the passwords for the user IDs assigned to you. You are required to follow these instructions carefully. Citizens Development Business Finance PLC reserves the right to take disciplinary actions against you for violation of any of these instructions.

1. Your password is for your personal use only. Do not divulge them to anyone else.
2. Your password should be minimum 8 characters in length wherever applicable.
3. You should change your Password immediately after logging into all systems at \"First Time\".
4. Your password should be formed using the following guide lines.
    ◦ The use of both upper- and lower-case letters (case sensitivity).
    ◦ Inclusion of four or more numerical digits.
    ◦ The use of consonant and vowel, numbers and special characters in the formation of passwords.
5. You must be alert following practices in using passwords.
    ◦ Never use the same password for more than one account.
    ◦ Do not use remember password option available on applications such as \"Outlook\", Firefox , IE
    ◦ Never write down a password.
    ◦ Never communicate a password by telephone, e-mail or instant messaging.
    ◦ Log off before leaving a computer unattended
    ◦ Changing passwords whenever there is suspicion they may have been compromised.
    ◦ Change your passwords regularly.
    ◦ If your workstation (Ex. Branch/Division/Department) is changed, please inform IT Department trough HR department immediately to do necessary changes to your User credentials
6. If you feel your password has being obtained by someone else, change it immediately.
7. Notify the IT Helpdesk immediately, if you feel your User ID/Password has been used by anyone else..

Wishing all the success! for your future career at CDB ~Team IT~

CONFIDENTIAL

User Acknowledgment - CDB Information Systems

I ....

(Name)

Hereby acknowledge that,

- I have received the user credentials to the CDB Information systems and
- I have read and understood the CDB IT Policies and Procedures listed below,

Policy   Tick as Appropriate
Information Security Policy & Procedure
Acceptable Use policy
Password Policy
Email Policy
Internet Policy

Further I agree to comply with the aforesaid CDB IT Policies and procedures (and other associated content) as a condition of employment (or continued employment) with CDB. I consent to the Company monitoring the Systems and monitoring, reviewing and disclosing documents and messages (including personal documents and messages) as provided in Acceptable use Policy, and I agree that I have no expectation of privacy with respect to any documents or messages created, sent, received, retrieved or stored on any of the CDB Systems.

I agree further that the policies listed above are not exhaustive and the management of the CDB reserve the right to amend/ rescind/ alter the existing policies and impose such other policies as it deems necessary from time to time.

Date   :... Time :...

User ID. :..

NIC No:.. Signature :...

Important! - Duly completed 2nd page of this document should be returned to the HR Department within 03 working days.

CONFIDENTIAL