

Employee Section

Employee Name:

QID:

Date of Joining:

Department:

Job Title:

Grade:

Office Address:

Home Address:

| Infrastructure Support Required | Yes | No |
|---|-----|----|
| Mobile phone with STD / ISD facility | | |
| Company provided Data card | | |
| Internet Broadband with residence landline phone | | |
| Internet Broadband without residence Landline phone | | |
| Laptop | | |
| Printer | | |
| Fax | | |

Line Manager Section

| Work Environment | Yes | No |
|--|-----|----|
| Feasibility of providing IT support * | | |
| Line Manager Approval | | |
| BU Head Approval | | |
| MDA status changed to Home-based | | |
| Employee address and contact details updated | | |
| HR Business Partner informed | | |

* Line Manager to check with IT team for support / clarifications on feasibility