|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex V** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Request Form for creation of user id in the Overseas Investment Application** | | | | | | | |
| **Description of request** | | | |  Tick | | Kindly paste a recent passport size photograph of the applicant | |
| 1) | Addition of user id | | |  | |
| 2) | Modification of assigned role/ user type /details of the user id | | |  | |
| 3) | Deactivation of the user id | | |  | |
| **Details of the User** | | | | | | | |
| Name of the user | |  | | | PF No. / Employee No. | |  |
| Name and address of the AD bank | |  | | | | | |
| Name of the department /division /section | |  | | | | | |
| Designation of the user | |  | | | | | |
| User Type (tick) | | AD Maker |  | AD Checker |  | AD Approver |  |
| Corporate mail id | |  | | | | | |
| Signature of the Applicant | |  | | | | | |
|  |  |  |  |  |  |  |  |
| **Signature / Approval of Head of Department** | | | | | | | |
| Name | |  | | | | | |
| Approved Roles | |  | | | | | |
| Justification / Remarks | |  | | | | | |
| Signature | |  | | | | | |
|  | | | | | | | |
| **To be filled by the OID System Administrator** | | | | | | | |
| Change request number | |  | | | | | |
| User id creation date | |  | | | | | |
| Role/s assigned | |  | | | | | |
| Justification | |  | | | | | |
| Name | |  | | | | | |
| Signature | |  | | | | | |