# STAFF IDENTITY CARD REQUEST FORM

Please provide one Stamp Size photograph on a light background for ID Card.

Do not staple the photograph to the form

(**Please fill the form in CAPITAL LETTERS)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Identity Card requested :** (Please tick as appropriate) | | **Contractor** | **Employee** | | Other -Please Specify: |
| **Reason for request:**  (Please tick as appropriate) | New Joinee | Defaced / Damaged | | Lost Card | |
| **If this request is for Lost card replacement pls provide payment details :** |  | | | | |

**Employee Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name |  | | Middle Name |  |
| First Name |  | | | |
| Name to be printed on the card: | | | | |
| Bank ID |  | | Date Of Joining |  |
| Cost Center |  | | Blood Group |  |
| Department |  | | Contact no. |  |
| Line Managers Name |  | | Line Managers Designation |  |
| Contractor Name |  | | Contractor employee ID |  |
| Work location : | Floor No: | Zone : | Department: | Webcore Workstation Number: |

Branch/Office Address **– (The identity card will be sent to this address. Do not mention residential address)**

**Requestor & Approvers:** (Refer Pg-2 for clarity on this form , roles & responsibilities)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Employee** | **HR/LM** (Authenticate above details are correct) | **PROPERTY** (Authenticate above details are correct) |
| Signature |  |  |  |
| Name |  |  |  |
| Date |  |  |  |

Note :

1. The above form is for ID card request only, Please print this form (Pg 1 & 2 included in Back to back format) in one A-4 size page.
2. It is the responsibility of the employee to ensure all details provided are correct and all fields are mandatorily filled, Use –NA- for sections that are not applicable to this request. Incomplete forms will be rejected without prior notice.
3. The filled inform with Photograph & due approval obtained has to be sent by the employee (through internal courier) to :

The Front Office

Standard Chartered Global Business Services

#1, Haddows road , Nungambakkam , Chennai 600006

Contact details: extn 19630 / 19188 (for any clarification / follow up)

1. For lost ID cards , please enclose proof of payment to the following Account number :

**Account Number: 917020062300453**

**Account Name:   Standard Chartered Global Business Services Private Limited**

**Bank:                 Axis Bank Ltd**

**Branch:              Anna Salai, Chennai**

**IFSC:                 UTIB0000168**

Clarification: No payment required for New / Defaced, however proof of defaced card has to be provided to PROPERTY , Damage due to negligence / willful act will be charged

1. The approving “LM” line manager refers to person delegated by the business head to sign / approve such ID card requests or a person holding designation senior manager and above. Internal Businees processes if any also needs to be adhered to before submitting the form.
2. It is the responsibility of the approving line managers to confirm & certify that the details mentioned by the employee are correct before approving the same and also to ensure that he holds the appropriate delegate authority to approve such requests.
3. PROPERTY approval refers to approval by the respective building managers / Facility in-charge at that site & holding the delegate authority for approving the same. It is the responsibility of the PROPERTY in-charge to check that all mandatory details are filled in & LM approval is in place before approving the same.

# For PROPERTY Use only (Front office Haddows road)

ID - request : Employee / Contractor (Please tick as appropriate)

Received date :

Sent to vendor for print :

Issued to employee :

Reason for Reject if any :