

ANNEXURE 1035-F-0008/A1

Issued By
Sign & Date:

Cipla
Corporate

REQUEST FOR ACTIVE DIRECTORY ACCOUNT

Request Type:

☒ ID Creation ☒ Password Reset ☐ User Transfer / Reassignment ☒ Enable ☐ Disable
☐ Temporary ID Creation – Start Date _____ End Date _____

First Name *	: SIBONELO	Last Name *	: NOLAN GAMANDLA
Employee No. *	: 87-4473	Department *	: PACKAGING
Location *	: Durban	Unit	: CMM
Designation	: Process Technician	Reporting Manager (Login ID) *	: SHAUN Rambalie
		Head of Department (Login ID) *	: Mandica Malaza
ID Type	: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Third Party	Third Party Company Name	: N/A
	: <input checked="" type="checkbox"/> Login ID <input checked="" type="checkbox"/> E-Mail <input type="checkbox"/> Group ID	<input checked="" type="checkbox"/> # Existing ID <input type="checkbox"/> ## Requested ID	: Sibonelo.N
Landline Number *	: 031 451 3862	Mobile Number	: N/A
Group Member Of	: N/A		
Business Justification *	: unlock / enable an account		
<p align="center">Declaration for Login ID and Password Usage (If Applicable)</p> <p>I, the undersigned, hereby declare that the Login ID and password which will be provided to me will be solely used by me following all the security control measures mentioned in SOP 1035-F-0008 and I can be held responsible for the tasks performed using this Login ID and its password. I also declare that I will not share the Login ID and password with anyone else.</p> <p>Signature of the Employee: <i>AS</i></p> <p>Name: SIBONELO NOLAN GAMANDLA</p> <p>Note: Declaration for Login ID and Password Usage is not required for ID Disable.</p>			
	Name	Remarks	Sign / Date
Request raised by (HR / Section Head / User)	SIBONELO	FOR EMAIL AND ESS USE	<i>AS</i> 16.03.2022
Approval:	Siphophile <i>(Signature)</i>		
HOD / Reporting Manager	Shaun Rambalie	Noted	<i>(Signature)</i> 16.03.2022

Note:

1. * : Fields are mandatory.
2. # : In case if user already has a Cipla ID.
3. ## : Subject to availability.
4. Approval not applicable if request raised by HR.
5. Login ID and Email ID takes maximum of 8 working hours to replicate on the server.