

	Employee Information and Change Management Policy	HRPO21
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Document Identification

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Owner	Priya
Author(s)	Rabindra
Approver(s)	souvik
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REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/2013	Initial Release	Rabindra	souvik

1 POLICY PURPOSE

The Purpose of this policy is to ensure employee information is maintained right all the time and up-to-date

2 POLICY SCOPE

The policy is applicable to all employees

3 POLICY DESCRIPTION

Employees must inform the Human Resources Department to add / update their personal records. when the following occurs:

- 2.1 change of name due to marriage or legal action
- 2.2 change in marital status
- 2.3 change of address
- 2.4 change of residential telephone number
- 2.5 change in passport number and / or expiry date
- 2.6 change in citizenship status or Permanent Residence Status
- 2.7 change in the number of dependents
- 2.8 change in particulars of the next-of-kin to be notified in the event of emergency
- 2.9 educational achievements

You have to update in EDMS (Employee Database Management System) and its
edms.kreatio

URL: - [http://](http://edms.kreatio)

4 POLICY DEPLOYMENT

All employees shall submit the change of details using Personal Particulars Update Form supported with relevant documents to the Human Resources Department who will update the new information in the system.

5 POLICY REVIEW

The policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.