FUJIKURA FIBER OPTICS VIETNAM ATM MAKING PROCESS					
Wi: 000-1-Wi-041					
- This work instruction provides guideline for new employee who need to make ATM card for payment.					
II. APPLICATION - This work instruction is applied to new employee.					
III. CONTENT:	DM clerk ADM Staff	Section Manager	GD	Bank sfaff	Description
New empoyees	JNI CIEIK ADIVI Stali	Section Manager	GD	DATIK STATI	Description
1 join FOV & have training at ADM					
	e instruction of king ATM				ADM clerk inform the information of company payment through ATM card of VCB/ BIDV.
Do the employees have	ver the set of nent for making ATM				ATM account only from VCB/ BIDV
Fill in the form for account cofirmation					The employee who have already the ATM account fill in the form for confirmation.
	truct to fill in the forms				Document: Identity card (ID card)
7 Fill the forms					
8 Provide ID (original & 2 copies) to ADM clerk & sign for confirmation Collect F	Form & ID card				Document: Identity card (ID card) Those without ATM account as requested have to provide the ID.
	proposal list ing ATM card		PVIF	PRINIUU	ADM clerk make a list of new ATM accounts (name+ code).
485	Approval	Yes			
9	No	Approval	Yes		
10		No No	Approval		
	M-making list to e bank		Yes		
12			No	Check the information of all documents and return the feedback	
	ceipt from the lak staff			Yes	The clerk need to bring along a letter of attorney approved by GD when going to the bank.
14 inform to	e ATM cards & o emplyee to ne ATM card				The employee who get the ATM card have to bring along original ID and then check all information in the receipt and sign for confirmation.
	nd transfer ATM he employees				ADM will return ID within 3 working days.
	of ATM cards for ing account			No	
				Activate the account list	
	Send the list of the ATM account to ACC			Yes	
Prepared by: Nguyễn Hoàng Yến Date: 30/08/2012	Checked by: Lã Thị Thơ Date: 22/9/2012	7		Aprroved by: Nguyễn Thị Tường Vân Date: 10/10/2012	