

NEW USER ID CREATION AND ACCESS REQUEST FORM

(A) NEW USER DETAILS (To be filled and signed by user requesting access)

☐ PC login ☐ e-finance login ☐ Email

First Name: _____ Branch: _____
Last Name: _____ Department: _____
NIC Number: _____ User Designation: _____
EPF No: _____ Contact No: _____

(B) e-finance SYSTEM ACCESS ROLES (To be filled only if e-finance system access is required)

User Role

<input type="checkbox"/> DGM/AGM	<input type="checkbox"/> Junior Executive	<input type="checkbox"/> Recovery Officer
<input type="checkbox"/> Head of Department	<input type="checkbox"/> Teller	<input type="checkbox"/> Legal Officer
<input type="checkbox"/> Area Manager	<input type="checkbox"/> Credit Officer	<input type="checkbox"/> Management Trainee
<input type="checkbox"/> Manager	<input type="checkbox"/> Marketing Officer	<input type="checkbox"/> Intern / Trainee
<input type="checkbox"/> Senior Executive	<input type="checkbox"/> Gold Loan Officer	
<input type="checkbox"/> Executive	<input type="checkbox"/> Daily Collection Officer	

Special Requirement

Requested by:- Name: _____ Signature: _____ Date: _____

(C) AUTHORIZED OFFICER DETAILS (To be filled by Branch Manager\ Head of Department or any authorized person)

Authorized by:-

Name: _____ Signature: _____
Designation: _____ Date: _____

(D) HUMAN RESOURCE MANAGEMENT DEPARTMENT USE ONLY

Branch: _____ Checked the above details ☐
Designation: _____
EPF No: _____ Approve ☐ Reject ☐

IF REJECTED, Please comment the reason: _____

Name: _____ Signature: _____ Date: _____

(E) INFORMATION TECHNOLOGY DEPARTMENT USE ONLY

Received from	_____	Created by	_____
Received Date	_____	Created Date	_____
<input type="checkbox"/> e-finance User ID	_____	Signature	_____
<input type="checkbox"/> PC login ID	_____	Checked by	_____
<input type="checkbox"/> Email Address	_____	Checked Date	_____
<input type="checkbox"/> Fingerprint	_____	Signature	_____
<input type="checkbox"/> Laptop\PC	_____		