NEW USER ID CREATION AND ACCESS REQUEST FORM

LCB Finance PLC

NEW USER DETAILS

☐ PC login   ☐ e-finance login   ☐ Email

First Name _____   Branch _____

Last Name _____   Department _____

NIC Number _____   User Designation _____

EPF No _____   Contact No _____

e-finance SYSTEM ACCESS ROLES

Special Requirement

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[                    ]
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User Role -Branch level

☐ Branch Manager   ☐ Gold Loan Officer

☐ Branch Assistant Manager   ☐ Daily Collection Officer

☐ Branch Teller   ☐ Recovery Officer

☐ Credit Officer   ☐ Legal Officer

☐ Marketing Officer   ☐ Intern/ Trainees

User Role -HOD Office level

☐ Branch Manager

☐ Branch Assistant Manager

☐ Branch Teller

☐ Credit Officer

☐ Marketing Officer

Requested by: _____   Signature: _____   Date: _____

AUTHORIZED OFFICER DETAILS

Authorized by _____   Signature _____

Designation _____   Date _____

HUMAN RESOURCE MANAGEMENT DEPARTMENT USE ONLY

☐ Name   ☐ NIC Number   ☐ EPF No   ☐ Branch   ☐ User Designation   ☐ User Role

Checked the above details   ☐ Approve   ☐ Reject

IF REJECTED, Please comment the reason: _____

_____

Name: _____   Signature: _____   Date: _____

INFORMATION TECHNOLOGY DEPARTMENT USE ONLY

received from _____   Date received _____

Changed by _____   Created date _____

e-finance User ID _____   Assigned Role _____

PC login ID _____   E-mail address _____

Checked by _____

Date _____   Signature _____