



RAMCO User ID Creation / Enabling User ID / Roles Addition Request

<input type="checkbox"/> Add New User	<input type="checkbox"/> Enable User	<input type="checkbox"/> Role Addition
User Information		
Name:	Email:	
Department:	Location:	
Employee Code:	Contact Number:	
Date of Birth:	Designation:	
Date of Joining:	Contract Expiry / Retirement Date:	
Employee Type		
<input type="checkbox"/> Contractual	<input type="checkbox"/> Permanent	<input type="checkbox"/> 3 rd Party Staff
RAMCO User ID:		
Roles Requested:		
Work Center Details:		
System Access:	<input type="checkbox"/> PRODUCTION	<input type="checkbox"/> TRAINING
Requestor Information		
Submitted By:	Date Submitted:	
Approver Information		
Section In-charge Name:		
Section In-charge Signature:		
Section In-charge Seal/Stamp:		
HOD* Name:		
HOD* Signature:		
HOD* Seal/Stamp:		

*HOD: Head of Department (GM & above)