



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

Add New User <input type="checkbox"/>	Enable User <input type="checkbox"/>	Role Addition <input type="checkbox"/>
User Information		
Name:	Email:	
Department:	Location:	
Employee Code:	Contact Number:	
Date of Birth:	Designation:	
Date of Joining:	Contract Expiry / Retirement Date:	
Employee Type		
Contractual <input type="checkbox"/>	Permanent <input type="checkbox"/>	3 rd Party Staff <input type="checkbox"/>
RAMCO User ID:		
Roles Requested:		
Work Center Details:		
System Access:	PRODUCTION <input type="checkbox"/>	TRAINING <input type="checkbox"/>
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)