Appendix A

<table>
<tr><td colspan="4" align="center">Request Form for creation of user id in the OID Application</td></tr>
<tr><td>Description of request</td><td></td><td align="right">Tick</td><td rowspan="4">Kindly paste a recent passport size photograph of the applicant</td></tr>
<tr><td>1) Addition of user id</td><td></td><td></td></tr>
<tr><td>2) Modification of assigned role/ user type / details of the user id</td><td></td><td></td></tr>
<tr><td>3) Deactivation of the user id</td><td></td><td></td></tr>
</table>

<table>
<tr><td colspan="6">Details of the User</td></tr>
<tr><td>Name of the user</td><td></td><td>PF No. / Employee No.</td><td></td><td></td><td></td></tr>
<tr><td>Name and address of the AD bank</td><td colspan="5"></td></tr>
<tr><td>Name of the department/division/section</td><td colspan="5"></td></tr>
<tr><td>Designation of the user</td><td colspan="5"></td></tr>
<tr><td>User Type (tick)</td><td>AD Maker</td><td></td><td>AD Checker</td><td></td><td>AD Authoriser</td></tr>
<tr><td>Corporate mail id</td><td colspan="5"></td></tr>
<tr><td>Signature of the Applicant</td><td colspan="5"></td></tr>
</table>

<table>
<tr><td colspan="2">Signature / Approval of Head of Department</td></tr>
<tr><td>Name</td><td></td></tr>
<tr><td>Approved Roles</td><td></td></tr>
<tr><td>Justification / Remarks</td><td></td></tr>
<tr><td>Signature</td><td></td></tr>
</table>

<table>
<tr><td colspan="2">To be filled by the OID System Administrator</td></tr>
<tr><td>Change request number</td><td></td></tr>
<tr><td>User id creation date</td><td></td></tr>
<tr><td>Role/s assigned</td><td></td></tr>
<tr><td>Justification</td><td></td></tr>
<tr><td>Name</td><td></td></tr>
<tr><td>Signature</td><td></td></tr>
</table>