

**Appendix A**

<b>Request Form for creation of user id in the OID Application</b>						
<b>Description of request</b>				Tick	Kindly paste a recent passport size photograph of the applicant	
1) Addition of user id						
2) Modification of assigned role/ user type / details of the user id						
3) Deactivation of the user id						
<b>Details of the User</b>						
Name of the user			PF No. / Employee No.			
Name and address of the AD bank						
Name of the department/division/section						
Designation of the user						
User Type (tick)	AD Maker		AD Checker		AD Authoriser	
Corporate mail id						
Signature of the Applicant						

<b>Signature / Approval of Head of Department</b>	
Name	
Approved Roles	
Justification / Remarks	
Signature	
<b>To be filled by the OID System Administrator</b>	
Change request number	
User id creation date	
Role/s assigned	
Justification	
Name	
Signature	