



# Procedure for completing reception forms for contractors

## 1 FILLING OUT THE DOCUMENT

### 1.1 HEADING

Company name	
Company address	
Company contact person	Tel. <input type="text"/>
KCD section employing the contractor	KCD Tel. <input type="text"/>
KCD contact person	
Description of assignment	
Order number	
Tewerkstellingsperiode	van <input type="text"/> tot <input type="text"/>

- This is where you enter the contractor company's details.
- Mandatory fields are coloured yellow.
- The details provided here apply to all workers for whom access has been requested.
- Fill out a separate form for each section or contact person that is employing contractors.

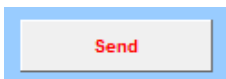
### 1.2 DETAILS

ID KCD number	Name	First name(s)	National register number	Date of birth	Place of birth	Nationality	Residence				Possesses security clearance			Worked at	Work on site?	Work in technical	Work in a controlled area?
							street	no.	box no.	postal code	municipality	Y/N	Type	Valid until	Y/N	Y/N	Y/N
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	

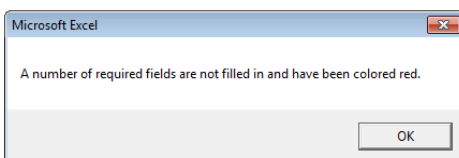
- In the worker section, the yellow fields become mandatory as soon as a name is entered.
- No initials or abbreviations may be used for names.

## 2 CHECK AND SEND

Click 'Send' to check the data and to send.



### 2.1 SOME DETAILS ARE MISSING.



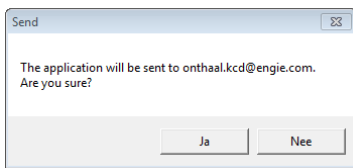
Company name	Electrol		
Company address	Deel		
Company contact person		Tel.	0302 4547
KCD section employing the contract			KCD Tel.
KCD contact person			
Description of assignment			
Order number			
Tewerkstellingsperiode	van	01-01-17	tot

ALL yellow fields MUST be filled in correctly for each worker. NO initials or abbreviations may be used.  
Once all fields have been filled in: click 'Send' AND send to "onhaal.kcd@engie.com"

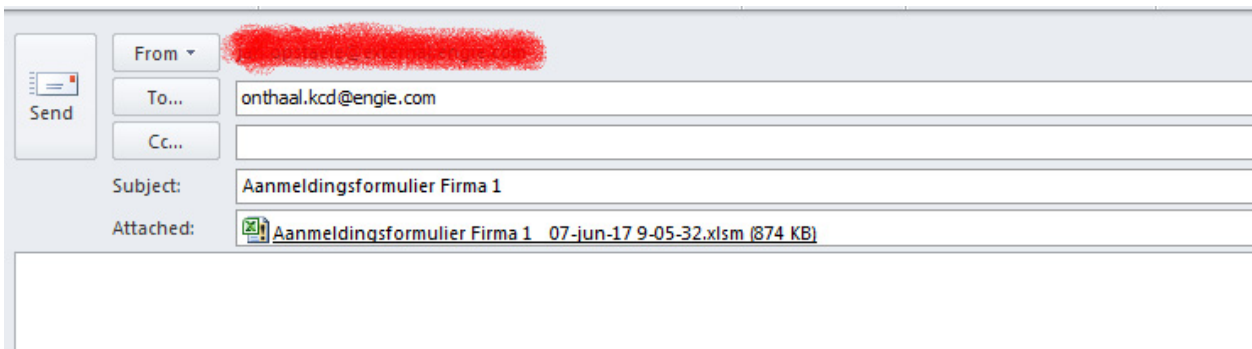
ID KCD number	Name	First name(s)	National register number	Date of birth	Place of birth	Nationality	Residence			Possesses security clearance		Valid until	Worked at	Work on site?	Work in technical	Work in a controlled
							street	no.	box no.	postal code	municipality					
1	Jansz	Peter		01-01-50	Antwerp											
2																
3																
4																

Fill out all mandatory fields and click 'Send' again.

## 2.2 ALL DETAILS ARE PRESENT.



Click 'Yes' to send the registration form to KCD's reception team.  
A new message window will open with a copy of the request attached.



**To:** displays the e-mail address of the KCD reception team.

**Subject:** 'Registration form' + name of the company as specified in the request.

**Attached:** 'Registration form' + name of the company as specified in the request + current date and time of sending.

Add to this message any other useful information and/or documents and click 'Send'.

The request will be sent to KCD's reception team. A copy can be saved locally.

### NB: the 'Unlock' button



Only for internal use within KCD.