

# **1 FILLING OUT THE DOCUMENT**

### 1.1 HEADING

Company name				
Company address				
Company contact person			Tel.	
KCD section employing the contractor			KCD Tel.	
KCD contact person				
Description of assignment				
Order number				
Tewerkstellingsperiode	van	tot		

- 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		First surged ab	National						Residenc	•		Posses	ses security cl	arance	Worked at	Work on site?	Work in technical	Work in a controlled area?
number	Name	Pust name(s)	number	Date of birt	Place of birth	Nationality	street	no.	boz no.	postal code	Aunicipalit	YIN	Type	Valid until	YIN	YIN	YIN	Y/N
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- 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.



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Compan	a address				Deal													
Compan	contact perso	n								Tøl.	03/123	45 67	1					
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Once all f	ields Lave Leen fill	ed in: click 'Sen	4" AND read	a 'antheel.k	cd@onqio.com													
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Fill out all mandatory fields and click 'Send' again.

### 2.2 ALL DETAILS ARE PRESENT.

Send		23
The application will be ser Are you sure?	nt to onthaal.kcd@	⊉engie.com.
	Ja	Nee

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.

Send Cc To onthaal.kcd@engie.com	
Cc	
Subject: Aanmeldingsformulier Firma 1	
Attached: Aanmeldingsformulier Firma 1 07-jun-17 9-05-32.xlsm (874 KB)	

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.