

ADDING A CARDHOLDER FROM A COMPANY

This form must be completed by both the worker and a representative from the company they will be added to in Onsite. Please refer to page two to remove a worker.

Section 1: To be completed by the cardholder

I: _____ (full name), date of birth: _____ (dd/mm/yy),
cardholder ID number: _____ (card number), give permission for my
profile to be added/linked to: _____ (company name).

This will or will not be my default company*: Will Will not

Effective date for transfer to be complete: dd/mm/yy

Signed: _____ Date: dd/mm/yy

*If you work for different companies at the same site, you will login under your default company at that site (the first company you were linked to). For example, if you work for one company at a site during the week, and a different company at the same site on the weekend, you must request your default company is changed to the company you are working for that day prior to logging in at site.

Section 2: To be completed by the company representative

I: _____ (full name), a representative of the above-mentioned
company, authorise: _____ (cardholder name), cardholder ID number:
_____ (card number), to be added/linked to my company.

Effective date for transfer to be complete:

Signed: _____ Date: dd/mm/yy

Position:

Company ABN / NZBN:

The site/s this cardholder will attend on behalf of my company include (please be specific):

REMOVING A CARDHOLDER FROM A COMPANY

This form will be completed by the worker from the company they wish to be removed from in Onsite.

I: _____ (full name), date of birth: dd/mm/yy, cardholder ID number:

_____ (card number), give permission for my profile to be removed from:

_____ (company name).

Effective date for transfer to be complete: dd/mm/yy

Signed:

Date: dd/mm/yy

Company Administrators who wish to remove a worker from their company can do so instantly from the system.

Instructions on how to complete this process are available under the End Employment sub-heading of this page: <https://kb.pegasus.net.au/display/OCCS/Person>

Email this completed form to: support@onsitetrackeasy.com.au