Online Contact Directory Administration (OCDA) System
Nomination of OCDA Departmental Administrator

Departmental Administrators are responsible for maintaining their Department/Unit's Office Contact and Staff Contact information in OCD through the OCDA System, including adding, editing, deleting and arranging contact records. Departments/Units could use this form to nominate or remove Departmental Administrators.

Please return the completed form to the Human Resources Office via internal mail or email to hro-hr.data@cuhk.edu.hk.

To: Human Resources Office
The Atrium, G/F, Lady Shaw Building, CUHK

☐ I would like to nominate the following staff to be the Departmental Administrator(s) of OCDA:

Department/Unit	Staff Full Name	Staff ID	Email Address	Contact Number

☐ I would like to remove the following Departmental Administrator(s) of OCDA:

Department/Unit	Staff Full Name

_____
Signature

_____
Name of D/U Head (or designate)

_____
Department / Unit

_____
Date