

Dear all,

Please verify / update your personal details (*contact information, Office location, Department and Reporting Manager*) in the Outlook Global Address Book.

1. Click on this link when in the office (*this will not work remotely unless a VPN is used*)

<https://mycontact.nestgroup.net>

2. Sign in using your Network ID (same as SharePoint/Outlook) and password
3. Edit the information &
4. Upon completion Update and Save.

If you face any challenge- please contact Anwar/Tony for assistance.

You are requested to complete this activity before close of business on Friday, 3rd June 2022.

Regards

Prince Joseph

CIO

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