



- Request For Domain/email Account
- Creation
 - Disabling
 - Others
 - Modification
 - Deletion
 - Internet Access

USER INFORMATION:

Emp No	First Name	Last Name	Department	Telephone (Mobile No.)	Designation	Location	suggested email ids
1							
2							
3							

Reason for Access / Change in Access/ Deletion

- Project requirement
- Transfer
- Employment Termination
- Other (Please Specify):

Access Validity

No of Days :	OR	From _____ To _____
Reason:		

Internet Access Validity

No of Days : _____	OR	From _____ To _____	OR	
Please choose one of the following levels of access :				
<input type="checkbox"/> L1 : Local Websites	<input type="checkbox"/> L2 : Only Websites			
<input type="checkbox"/> L3 : Selected mail sites and websites	Reason*: NA			

*Reason is mandatory and should be a valid business reason.

Declaration by the User (In case of new accounts only)

I, _____ do hereby agree that I have read and understood the terms stated in the MH-SDC's Information Security Policy and hereby agree to abide by the same.

Signature of the user:

Date:

Location:

Head of Department / HR Approval (Signature) :

Name:

Designation:

Date: