## DBL Group Corporate Office Information Technology (IT) Department Corporate Office, House 50, Road 03, Gulshan Avenue Gulshan 1, Dhaka 1212



## **EMAIL REQUISITION FORM**

Date:		-
Emp. Name:		ID No:
Designation		Department:
Contact Number:		Unit Head:
Location		Cost Center
Details for the New Email Account		
Preferred Email Address: (if applicable)		
e.g <u>firstname.lastnar</u>	me@company.com	
	Additional I	nformation
New Employee		Yes No
Role/Department Change		Yes No
Tes Tes Tes		
Others		
Business Justification		
Business Head Approval		
Name		
Designation		
Signature		
Date		
IT Department Use	Only:	
	Technica	l Details
Email Platform		
Storage Quota		
Account Type		
Multi-factor Authentication		Must Enable
		T
IT Admin Name		
Signature With Date		