

	USER IT ACCESS REQUEST FORM	Classification	Internal
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To: _____ Date of Submission: 02/03/2021

APPLICANT INFORMATION			
Name	: Darwis Johan	Function	: Risk & Search Intern
EmployeeID.	: I-ATI-065	Email	: i-darwis.johan@dana.id
Contact no	: 0895-338-37208	Work location	: Capital Place
Dept.	: Technology		

REQUEST			
Request type	<input checked="" type="checkbox"/> Access Permission	<input type="checkbox"/> Access Removal	<input type="checkbox"/> Access Change

TYPE OF ACCESS (Please Choose One)	
<input type="checkbox"/> USB port removable media	<input type="checkbox"/> JIRA
<input checked="" type="checkbox"/> Teleworking/ "Office"VPN (Please complete the details of the request)	<input type="checkbox"/> Confluence
<input type="checkbox"/> File Sharing	<input type="checkbox"/> Office 365
<input type="checkbox"/> Group E-Mail	<input type="checkbox"/> Others


Other description:

DETAIL OF REQUEST	
Request Period	<input type="checkbox"/> Permanent <small>(Does not apply to USB access)</small>
	<input checked="" type="checkbox"/> Temporary: 02 / 03 / 21 s/d 28/02 / 22

Requestor Information	(Explain Solid reason/justification) Getting access for dana demo's git
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Detail	Explanation
Destination	

STATEMENT (Please Check the box)	
<input checked="" type="checkbox"/>	1. I will use the facilities as well as possible for Dana Indonesia business purposes.
<input checked="" type="checkbox"/>	2. I will comply with the applicable Information Security Policy and/or Dana Indonesia regulations.
<input checked="" type="checkbox"/>	3. I will be responsible for safeguarding information related to the access provided.
<input checked="" type="checkbox"/>	4. I am willing to accept sanctions for misuse of facilities provided in accordance with the Information Security Policy
<input checked="" type="checkbox"/>	5. I agree that all activities for the use of facilities are monitored by IT Security.
<input checked="" type="checkbox"/>	6. I will not prosecute all actions taken by the Dana Indonesia after disciplinary action.
<input checked="" type="checkbox"/>	7. I agree that personal removable media used to store company's data/information have to be treat as company assets.

SUBMIT	CHECKER 1	CHECKER 2	IMPLEMENT
Requestor	Department Head/Direct Manager/Lead	IT Security	Implemented by (System Operator):
 Darwis Johan Risk & Search Intern (Name & Function) Date: 2 March 2021	(Name & Function) Date:	(Name & Function) Date:	(Name & Function) Date: