



**THE UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF INDUSTRY AND TRADE**  
**WEIGHTS AND MEASURES AGENCY (WMA)**



**System Access Request Form**

**Section A: Confidentiality Statement**

**Disclaimer:** All system access is provided for official business of the Weights and Measures Agency. Unauthorized distribution, reproduction, modification or deletion of any applicant, employee or any information outside the intended and approved use is strictly prohibited. Illegal access or misuse of this account is punishable by the Laws, Rules, Regulation and Circular governed the Public Services. Further, the Agency computer systems are for the use of authorized users only. If one is suspected of unauthorized activities, computer center staff may monitor and record all session activities. Anyone using these systems expressly consents to such monitoring.

**Section B: System Access:**

**Requested Action:** ☐ Add /Create Account  
☐ Modify Account ☐ Other specify  
☐ Delete Account

**Section C: System Access User Group:**

Requested Action: ☐ Admin ☐ HQ Finance & Account  
☐ Head of Section ☐ Region Manager  
☐ Surveillance Team ☐ Region Finance & Account  
☐ Internal Audit Unit ☐ Inspection Officer  
☐ Planning & Monitoring Unit ☐ Procurement Management Unit  
☐ Human Resource Management ☐ Human Resource Management Unit  
☐ Legal Service Unit

**Request System access for:**

☐ Wma mis

☐ Muse

☐ GePG

☐ Dsms

☐ Emikutano

☐ Emirejesho

☐ E-Office

☐ mGov

☐ Gms

☐ Planrep

☐ Ess

☐ TeSWS

**Section D: User Information:**

Requester Name: \_\_\_\_\_

User ID: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Email/Telephone Number: \_\_\_\_\_

Region: \_\_\_\_\_

**Section E: Declaration/Sign Off**

By signing this form, I certify that I have read and understand the statement of confidentiality of records. I understand that my ID and password are to be kept confidential. Should I share this information, my access will be revoked

**Requestor Signature.....**

**Date.....**

**Section F: Supervisor's Approval**

I approve/ don't approve the request for the above-named employee

**Name..... Position..... Signature..... Date.....**

**Section G: ICT Unit**

**Access Granted by :** .....

**Position :** .....

**Signature :** .....

**Date :** .....

**Access Approved by:** .....

**Position :** .....

**Signature :** .....

**Date :** .....