Pacific Knit Division (ICT Dept.)-New Active Directory/Mail user request form

(All words start with a capital letter)

Company Name	PKL / PCL1 / PCL2		
First Name(1)			
Last Name(1)			
Unit			
Employee ID/Carder No.			
Department Name			
Designation			
TP No: Office		**TP No: Home:**	
TP No: Mobile			
Existing Email (If Any)			
New Email ID Required	Yes / No		
Access Permissions (Security/Email Groups)			
Replacement Person Name (If Any)			
Remarks			
Requested By:		**Signature:**	
_____ **Approved By (HOD)** (Signature with seal & date)	_____ **Approved By (HRM)** (Signature with seal & date)		_____ **Approved By (ICTM)** (Signature with seal & date)

To be filled by ICT

Username:	**PC Name:**	**IP:**