User Access Request Form – FACT ERP.NG

This form should be completed when requesting authorisation for new access, additional access, for modification of any existing access, removal of access (permanent / dormant) if a user leaves the department or any other matters related to **FACT ERP.NG**

PART A : EMPLOYEE DETAILS (User must fill in this section)

First Name		Last Name	
Department		Designation	
Employee Code		Email Address	
Office Location		Reported To	

PART B : FACT USER DETAILS (HOD must fill in this section)

FACT User ID		Entity Name	
No of Days Backdated		Year	

PART C : SECURITY GROUPING - DEPARTMENT (HOD must tick in this section)

Accounts		Warehouse	
Procurement		Finance	
Others			

PART D : SECURITY GROUPING - CATEGORY (HOD must tick in this section)

HOD / Manager		Division	
Executive		Project Accountant	
Others			

PART E : ADDITIONAL REQUEST (Fill in if available)

Module Name	
Features Name	
Reason	

Requested by,   **Validated by,**   **Recommended By,**   **Approved by,**

_____   _____   _____   _____
Name: **Name:**   **Mr Gunaseelan**   **Datuk PK Nara**
Designation: **Designation:**   **Head of Accounts**   **CMD**
Date: **Date:**   **Date:**   **Date:**

Access	Granted		Prohibited	