大新銀行
DAH SING BANK

Remote desktop access (t-wfh) Request Form (S16)
(Duplicate this form as needed. Please allow five working days for processing.)

Part 1: To be completed by the Applicant

To: **Document Support Team, ITD**   **Date:** 7 Jan 2022

From: ITD - Open Platform   (Please fill in your Division and Department Name.)

Staff Name: Chico KI, Man Ho   **Domain ID (HQ_DSB):** ed691

Email: chicomhki@dahsing.com

Contact Person: Chico KI, Man Ho   **Phone No.:** 3101-3192

Section I - Remote Access using Dah Sing Financial Group Budgeted Laptop[1][2] (t-wfh.dahsing.com:9443)	
☑Add	Budgeted laptop Computer Name: DEPLPC0XDFWF-FF Destination Desktop Computer Name: DEPDPC04VWK7 Destination Desktop IP: 172.31.36.33
☐Change	Budgeted laptop Computer Name: _____ Destination Desktop Computer Name: _____ Destination Desktop IP: _____
☐Remove	Budgeted laptop Computer Name: _____
Justification/Purpose	
For work from home arrangement	

Part 2: To be approved by Applicant's Division Head

Requestor : Chico KI, Man Ho
Sign : Chico Ki
Date : 7 Jan 2022

Approved by:
Name:
Division:
Date: / /

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[1] Dah Sing Financial Group Budgeted Laptops refer laptops that are provided by DSFG solely for contingency work-from-home arrangement. For Company Provided Laptop remote access, please complete S-12 "Remote Access Service Request Form".

[2] The DSFG Budgeted Laptop can only access to the remote portal service via secure VPN. No Microsoft Outlook and Business Operations Portal ("BOP") access are allowed from the Budgeted Laptop.