



## ADDITIONAL ACCESS PRIVILEGES

Date: \_\_\_\_\_

Branch: \_\_\_\_\_

Time: \_\_\_\_\_

### APPLICANT INFORMATION

NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DESIGNATION: \_\_\_\_\_

MOBILE NO. \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

### ACCESS REQUESTED (Please check all that is needed)

INTERNET ACCESS

☐

INSTANT MESSENGER ACCESS

☐

USB MASS STORAGE

☐

OUTGOING/ INCOMING MAIL ATTACHMENT LIMIT

☐

LAPTOP MOVEMENT OUT OF OFFICE

☐

EMAILING OF DAILY REPORTS

☐

### REASONS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### APPROVED BY

HEAD OF DEPT. \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

COO \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

CEO \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

### FOR ICT USE ONLY

ACCOUNTS CREATED BY \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

VERIFICATION DONE BY \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

Notes:

\_\_\_\_\_

\_\_\_\_\_

Important:

1. It is the user's responsibility to ensure that you submit this form to the ICT Team.
2. It is extremely important that the user password is held strictly confidential and under no circumstance should be revealed to anyone.
3. The permission to access Bank M's System implies that the individual agrees to abide by the bank's policies and procedures.