

AmBank Group – Job Installation Checklist (JIC)

Section (A) – Job Installation Type and AmBank Group Laptop / Desktop

DATE: 10 / 06 / 2025

(DD / MM / YYYY)

Migration Type	<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> New	<input type="checkbox"/> OS format / Reimage; SR# _____	<input type="checkbox"/> Device In-active < 30 days		
Cost Centre Code		Barcode Sticker	<input checked="" type="checkbox"/> AmBank	<input type="checkbox"/> AmInvestment	<input type="checkbox"/> AmIslamic	<input type="checkbox"/> Others:
PR #		PO #	Tech Refresh ^{Mal} HQ / Branch; & LOB			
Staff ID	10008415	Staff Full Name	Noor Haslida Binti Mohd Sharif			
Contact Details	016-660408	Delivery Address	Branch Ambank Maluri, Jalan Jejaka 1, 55100, Kuala Lumpur			

Section (B) – “Existing” Hardware Information (*Please fill in this section for asset replacement / reformatting)

Computer Name: Ref-Computer name convention	AMB 00263722 BR	<input type="checkbox"/> Turn OFF IPv6	If used Static IP (justify: _____) Static IP set: _____.
<input checked="" type="checkbox"/> Desktop <input type="checkbox"/> Laptop	<input type="checkbox"/> Dell <input checked="" type="checkbox"/> Lenovo <input type="checkbox"/> Others : _____ Model: Thinkcenter Processor <input type="checkbox"/> Intel <input type="checkbox"/> AMD	S/N: PC1PTH7A	Asset Barcode #: AMB 00263722
Monitor	<input type="checkbox"/> Dell <input type="checkbox"/> Lenovo <input type="checkbox"/> Others : _____ Model: _____	S/N: _____	Asset Barcode #: _____
Memory	Existing : 8 (GB) Additional : 9 (GB) Total : 16 (GB)	License / Program to Install <input checked="" type="checkbox"/> Office M365 <input checked="" type="checkbox"/> Forcepoint <input type="checkbox"/> FlexNet <input checked="" type="checkbox"/> CrowdStrike <input checked="" type="checkbox"/> Global Protect <input checked="" type="checkbox"/> Zscaler (new) <input checked="" type="checkbox"/> CITRIX <input type="checkbox"/> Others : _____	
Hard Disk	Type: <input type="checkbox"/> SATA <input checked="" type="checkbox"/> SSD Size: 480 (GB)		
Remarks:			

Section (C) – “New” Hardware Information

Computer Name: Ref-Computer name convention		<input type="checkbox"/> Turn OFF IPv6	If used Static IP (justify: _____) Static IP set: _____.
<input type="checkbox"/> Desktop <input type="checkbox"/> Laptop	<input type="checkbox"/> Dell <input type="checkbox"/> Lenovo <input type="checkbox"/> Others : _____ Model: _____ Processor <input type="checkbox"/> Intel <input type="checkbox"/> AMD	S/N: _____	Asset Barcode #: _____
Monitor	<input type="checkbox"/> Dell <input type="checkbox"/> Lenovo <input type="checkbox"/> Others : _____ Model: _____	S/N: _____	Asset Barcode #: _____
Memory	Existing (GB) Additional (GB) Total (GB)	License / Program to Install <input type="checkbox"/> Office M365 <input type="checkbox"/> Forcepoint <input type="checkbox"/> FlexNet <input type="checkbox"/> CrowdStrike <input type="checkbox"/> Global Protect <input type="checkbox"/> Zscaler (new) <input type="checkbox"/> CITRIX <input type="checkbox"/> Others : _____	
Hard Disk	Type: <input type="checkbox"/> SATA <input type="checkbox"/> SSD Size: _____ (GB)		
Remarks:			

Section (D) - Installation Checklist

No	Task Description	Tick	Remark
1	Ensure in BIOS UEFI, password, Secure Boot & TPM is enable (pls provide screenshot)	<input checked="" type="checkbox"/>	Set password for BIOS * AWT 320
2	For reimage job, ensure the hard disk do NOT have any bad sector. (Reformat / Upgrade)	<input checked="" type="checkbox"/>	Any bad sector detected, proceed replacement *
3	Capture existing configuration (Screenshot) * internet browser shortcut / favorite * icon at user profile / desktop * add/remove program * Print-Q / MFP (configuration) / scanner, * all pst location * email profiles * network drive map	<input checked="" type="checkbox"/>	Passcode for MFP: _____ any password for PST *
4	Perform data backup using AmBank authorize secured storage media.	<input checked="" type="checkbox"/>	User validated data backup by total size *
5	Use AmBank WIN11 SOE Ver3.0.1.25; provide screenshot of i) Winver: ii) SOE version. • Any OS / downgrade to AmBank Win10 SOE Ver 7.0.0; * justification: _____	<input checked="" type="checkbox"/>	Screenshot of SOE version number *
6	Activate Windows 11 enterprise using activate-enterprise script	<input checked="" type="checkbox"/>	Screenshot of activated Windows License *
7	i) Configure IPv4 & DNS (DHCP) ii) Computer name (refer AmBG computer naming convention, iii) Join Domain; reboot; iv) Request to move computer object to *\\workstation\\Win11 OU at respective domain; vi) Perform gpupdate /force, vi) reboot	<input checked="" type="checkbox"/>	Ref: SOE – AmBG DNS Ver 2.1.18
8	<input checked="" type="checkbox"/> untick IPv6; <input checked="" type="checkbox"/> untick TLS1.0 & TLS1.1; <input checked="" type="checkbox"/> Enable TLS1.2 tick <input checked="" type="checkbox"/> * Wired AutoConfig * TEAP; * AmB Root CA(G2); * EAP-MSCHAP v2	<input checked="" type="checkbox"/>	*Ensure active Network Admission Control (NAC)

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No	Task Description	Tick	Remark
9	Agent Install&config VPN (Zscaler <input checked="" type="checkbox"/> / GP 6.2.6 <input checked="" type="checkbox"/> / CITRIX <input checked="" type="checkbox"/> / Corp WIFI (AmBG_WLAN) <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*Grant CITRIX user with remote desktop
10	For none Zscaler users, add proxy http://foc-webproxy.ambg.com.my:8083/proxy.pac Zscaler user, install agent; ensure proxy http://127.0.0.1:9000/systemproxy-18db9b7f.pac	<input checked="" type="checkbox"/>	
11	Enable Remote desktop protocol (RDP); Region Date format DD/MM/YYYY	<input checked="" type="checkbox"/>	
12	Install / configure local / network printer (with scanning); mapping network drive	<input checked="" type="checkbox"/>	Ensure auto reconnect for network drive
13	M365 v.2408 16.0.17928.20468 (semi-annual ent. channel) for all users <input type="checkbox"/> or M365 v.2502 16.0.18526.20168 (current channel) for user with m365 copilot Lic <input type="checkbox"/>	<input checked="" type="checkbox"/>	Screenshot M365 License version at user login *
14	Browser version MS Edge version 133.x <input checked="" type="checkbox"/> ; Google Chrome version 135.x <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*Minimum version
15	Default apps. 1. Internet using MS Edge, 2. Email with Outlook, 3. PDF with Adobe Reader (*configure user's Digital Signature) <input type="checkbox"/>	<input checked="" type="checkbox"/>	*configure Digital Sign
16	CrowdStrike (7.2x) <input checked="" type="checkbox"/> ; Forcepoint 23.x <input checked="" type="checkbox"/> ; Zscaler 4.6.0.X <input checked="" type="checkbox"/> ; BigFix Client 10.0.x <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	*Zscaler (new), refer project activity
17	Validate services APPMDefSrv <input checked="" type="checkbox"/> BESClient <input checked="" type="checkbox"/> CSFalconService <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
18	AmTalk installation, if PS blocked. Request EUC to move hostname into GPO group	<input checked="" type="checkbox"/>	Version 1.2.98B
19	Validate Corp Wallpaper <input checked="" type="checkbox"/> Corp screen lock <input checked="" type="checkbox"/> Rename Administrator with Wks_admin <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	** Strictly No folder sharing from PC
20	Validate [Local Users and Groups]. 1. Disable guest account 2. No unauthorized local ID created 3. No LAN ID granted into local administrator 4. Rename Administrator	<input checked="" type="checkbox"/>	** NO Local ID allow without approval; ** NO domain ID granted in local admin group
21	Update AmBank APEX cert (for branch only)	<input type="checkbox"/>	
22	7-Zip version 24.09; ensure "Encrypt file name" removed by replaced the 7zg.exe"	<input type="checkbox"/>	
23	For encryption, use admin to run (1) FVE.reg; (2) BAM2.5_Client_x64_KB4586232.exe ; (3) mofcomp.exe "c:\windows\system32\wbem\win32_encryptablevolume.mof" ; (4) Manage-bde -on c: -rp -encryptionmethod xts_Aes256	<input type="checkbox"/>	* Ensure encryption started with screenshot * Inform user, to let device active for next few hours
24	Capture all required screenshots and attach with E-JIC; Other / Remark:	<input type="checkbox"/>	
25	User acceptance Test (UAT) <input type="checkbox"/> Validate user data has been restore completely <input type="checkbox"/>	<input type="checkbox"/>	*user validation and sign-off
25	i) Disjoined OLD computer object from AD, ii) Request to delete object from AD	<input type="checkbox"/>	Refer: Computer Object Decommission Guideline
27	i) Reformat old PC's Hard disk upon user confirm all data successfully transferred <input type="checkbox"/> ii) validate data backup at storage had been remove / delete from media <input type="checkbox"/> iii) Data Wipe with cert and NIST spec, at old CPU barcode: Cert ref: _____ ; Label device indicate completion <input type="checkbox"/>	<input type="checkbox"/>	** Delete user data at storage media in-front user ** Attached Data wipe Cert with JIF

Section (E) - User Acknowledgement and Acceptance

I have verified that all my office usage data and files have been transferred, all the BAU applications are successfully installed and configured at new devices by vendor / CS-EUC engineer. Also validated all /any external storage devices used during the data transfer or backup process have been successfully deleted.

Verified by: AmBank Group User (Sign & Company Stamp)	Performed by: Vendor / GIT 	Check by: GIT	Old PC received and kept in storeroom by: GIT/Branch Manager/Branch PIC
Full Name: Noor Haslida Binti Abd. Malik (ID: 10008415) Dept: Assistant Branch Manager Tema: Maluri Branch (112)	Full Name: Nur Nadzirah GIT Unit: Beyond2U	Full Name: Vendor Name / GIT Unit:	Full Name: GIT / Branch Unit:

IMPORTANT INFORMATION:

- Dispose/return of old/faulty equipment:** Mandatary to raise a SR ticket via Am1Center to report old/faulty equipment for collection and subsequently, will trigger asset ownership and accountability changes accordingly.
- Deletion of Data in the old Hard Drive:** Users must ensure all data in the old Hard Disk is transferred to the new Hard Disk and ensure all data in the older Hard Drive deleted before handing over for disposal/collection.
- Hard Drive:** Hard Drive must be configured to 1 (one) partition only (C://drive). More than 1 (one) partition requires approval from IT Governance and Control (ITGC), except for OCS terminals, which come with four partitions.
- Folder Sharing:** Folder sharing from any PC is strictly prohibited without prior approval from TIS/EUC/ITGC.
- Asset Responsibility and Accountability:** The user who signs the Job Installation Checklist (JIC) will be fully responsible and accountable for the IT equipment. If there is any movement of the IT equipment, a Fixed Asset Transfer Form (FATF) must be completed and submitted through the Am1Center ticketing system.