AmBank Group – Job Installation Checklist (JIC)

AmBank Group

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

DATE: 31 / 07 / 25
(DD / MM / YYYY)

Migration Type	☑ Replacement		☐ New		☐ OS format / Reimage; SR# _____		☐ Device In-active < 30 day
Cost Centre Code		**Barcode Sticker**	☑ AmBank	☐ AmInvestment	☐ AmIslamic	☐ Others:	
PR #		**PO #**	Tech Refresh	HQ / Branch; & LOB		Branch	
Staff ID	10023672	**Staff Full Name**	Yusniza bmti ismail				
Contact Details		**Delivery Address**	AmBank uote Kemuning				

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

Computer Name: Ref-Computer name convention	AMB00266622BR		☐ Turn OFF IPv6 ☐ Enable DHCP IPv4 & DNS	If used Static IP (justify: _____) Static IP set: ___ . ___ . ___ . ___ .
☑ Desktop ☐ Laptop	☐ Dell ☑ Lenovo ☐ Others: _____ Model: Thinkcare M72o5 Processor ☑ Intel ☐ AMD		**S/N:** PC1FV321	**Asset Barcode #:** AMB00266622BR
Monitor	☐ Dell ☑ Lenovo ☐ Others: _____ Model: Thinkvision S22 e19		**S/N:** V5VF5049	**Asset Barcode #:** AMB00265631
Memory	Existing : 16 (GB) Additional : 0 (GB) Total 16 (GB)		**License / Program to Install** ☑ Office M365 ☑ Forcepoint ☑ FlexNet ☐ CrowdStrike ☑ Global Protect 6.2.8 ☑ Zscaler (new) ☑ CITRIX ☐ Others: _____	
Hard Disk	Type: ☐ SATA ☑ SSD Size: 480 (GB)			
Remarks:				

Section (C) – "New" Hardware Information

Computer Name: Ref-Computer name convention			☐ Turn OFF IPv6 ☐ Enable DHCP IPv4 & DNS	If used Static IP (justify: _____) Static IP set: ___ . ___ . ___ . ___ .
☐ Desktop ☐ Laptop	☐ Dell ☐ Lenovo ☐ Others: _____ Model: _____ Processor ☐ Intel ☐ AMD		**S/N:**	**Asset Barcode #:**
Monitor	☐ Dell ☐ Lenovo ☐ Others: _____ Model: _____		**S/N:**	**Asset Barcode #:**
Memory	Existing (GB) Additional (GB) Total (GB)		**License / Program to Install** ☐ Office M365 ☐ Forcepoint ☐ FlexNet ☐ CrowdStrike ☐ Global Protect 6.2.8 ☐ Zscaler (new) ☐ CITRIX ☐ Others: _____	
Hard Disk	Type: ☐ SATA ☐ 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)	☑	Set password for BIOS *
2	For reimage job, ensure the hard disk do NOT have any bad sector. (Reformat / Upgrade)	☑	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	☑	Passcode for MFP: _____ any password for PST *
4	Perform data backup using AmBank authorize secured storage media.	☑	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 request to downgrade OS to **Win10 SOE Ver 7.0.0**; **justification: _____	☑	Screenshot of SOE version number *
6	Activate Windows 11 enterprise using activate-enterprise script	☑	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 <u>OU</u> *\workstation\Win11 at respective domain; v) Perform gpupdate /force, vi) reboot	☑	Ref: SOE – AmBG DNS Ver 2.1.18
8	☑ untick IPv6; ☑ untick TLS1.0 & TLS1.1; ☑ Enable TLS1.2 tick ☑ Wired AutoConfig * TEAP; * AmB Root CA(G2); * EAP-MSCHAP v2	☑	*Ensure active Network Admission Control (N

AmBank Group – Job Installation Checklist (JIC)

No	Task Description	Tick	Remark
9	Agent install & config VPN (Zscaler ☑ / GP 6.2.6 ☐ CITRIX ☑ / Corp WiFi (AmBG_WLAN) ☑	☑	*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	☑	
11	Enable Remote desktop protocol (RDP); Region Date format DD/MM/YYYY	☑	
12	Install / configure local / network printer (with scanning); mapping network drive	☑	Ensure auto reconnect for network drive
13	M365 v.2408 16.0.17928.20468 (semi-annual ent. channel) for all users ☑ or M365 v.2502 16.0.18526.20168 (current channel) for user with m365 copilot Lic ☐	☑	Screenshot M365 License version at user login
14	Browser version MS Edge version 133.x ☑ _____ ; Google Chrome version 135.x ☐ _____	☑	*Minimum version
15	Default apps. 1. Internet using MS Edge, 2. Email with Outlook, 3. PDF with Adobe Reader (*configure user's Digital Signature) ☐	☑	*configure Digital Sign
16	CrowdStrike (7.2x) ☑ ; Forcepoint 23.x ☑ ; Zscaler 4.6.0.X ☐ ; BigFix Client 10.0.x ☑	☑	*Zscaler (new), refer project activity
17	Validate services running APPMDefSvr ☑ BESClient ☐ CSFalconService ☑	☑	
(1)	Remove old services, run CMD with Admin, run command 1. sc delete WDP, 2. sc delete EDPA, 3. sc Delete APPMDHCPSRV		
18	AmTalk installation, if PS blocked. Request EUC to move hostname into GPO group	☑	Version v2.0.3.0
19	Validate Corp Wallpaper ☐ Screen lock ☐ Rename Administrator with Wks_admin ☐	☑	** 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 & domain ID granted into local administrator	☑	** NO Local ID allow without approval; ** NO domain ID granted in local admin group
21	Update AmBank APEX cert (for branch only)	☑	
22	7-Zip version 24.09; ensure "Encrypt file name" removed by replaced the 7zg.exe"	☑	
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	☑	* 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:	☑	
25	User acceptance Test (UAT) ☑ Validate user data has been restore completely ☐	☑	*user validation and sign-off
25	i) Disjoined OLD computer object from AD, ii) Request to delete object from AD	☑	Refer: Computer Object Decommission Guideli
27	i) Reformat old PC's Hard disk upon user confirm all data successfully transferred ☐ ii) validate data backup at storage had been remove / delete from media ☐ iii) Data Wipe with cert and NIST spec, at old CPU barcode: AMB00266622 Cert ref: PCLFV-321 ; Label device indicate completion ☐ 29P67DSKS	☑	** Delete user data at storage media in-front user ** only For Tech Refresh Project, data wipe wil be done at IT/ EUC area. The report will be attached for final verification by IT / EUC

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)* SAW YONG, SOPHIA Customer Service Officer Name: Kota Kemuning Branch 10030900	Performed by: **Vendor / GIT** Azric Husni Fatin Nadzirah Faris Full Name: Fatin GIT Unit: Beyon22u	Check by: **GIT** Full Name: Vendor Name / GIT Unit:	Old PC received and kept in storeroom by: **GIT/Branch Manager/Branch PIC** Full Name: GANSAW YONG, SOPHIA Customer Service Officer GIT / Branch Unit: Kota Kemuning Branch 10030900

IMPORTANT INFORMATION:

1. 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 as ownership and accountability changes accordingly.
2. 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.
3. 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.
4. Folder Sharing: Folder sharing from any PC is strictly prohibited without prior approval from TIS/EUC/ITGC.
5. 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 any movement of the IT equipment, a Fixed Asset Transfer Form (FATF) must be completed and submitted through the Am1Center ticketing system.