

# USER ID REQUEST FORM (Issuance and Termination)



**AlloyMtd Group of Companies**  
IT Department  
Tel : +603-6195 1111  
Fax : +603-6187 8006

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

Request for ID Issuance ☐  
Request for ID Termination ☐

## Requestor (Tick Where Applicable)

Full Name : \_\_\_\_\_  
Company Name : \_\_\_\_\_  
Department : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Phone No : \_\_\_\_\_

Extension : \_\_\_\_\_

Permanent Staff	<input type="checkbox"/>
Contract / Temporary Staff	<input type="checkbox"/>

Application

Email	<input type="checkbox"/>
IFCA	<input type="checkbox"/>
ACCPAC	<input type="checkbox"/>
JDE	<input type="checkbox"/>
Atcom	<input type="checkbox"/>
Orisoft	<input type="checkbox"/>
BOSS	<input type="checkbox"/>

MBA	<input type="checkbox"/>
* Others (please specify)	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Internet \* ☐

*\*Detailed justifications to be emailed to IT Head*  
*\*Subject approval by Deputy President and COO*

Permanent Access	<input type="checkbox"/>
Temporary Access	<input type="checkbox"/>
Duration:	<input type="text"/>

## Requested by

Signature (Applicant)  
Date : \_\_\_\_\_

## Recommended by

Signature (Immediate Superior)  
Date : \_\_\_\_\_  
Name : \_\_\_\_\_

## Approved by

Signature (HOD)  
Date : \_\_\_\_\_  
Name : \_\_\_\_\_

## Acknowledge Acceptance

I have read and understood the **Acceptable use of IT Facilities Policy**. I am also bound by the **Letter of Undertaking and Indemnity** that governs and regulates my use of AlloyMtd computing and network facilities.

Signature  
Date : \_\_\_\_\_  
Name : \_\_\_\_\_

User ID : \_\_\_\_\_

Email : \_\_\_\_\_

## ID Termination

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

## Recommended by

Signature (Immediate Superior)  
Date : \_\_\_\_\_  
Name : \_\_\_\_\_

## Approved by

Signature (HOD)  
Date : \_\_\_\_\_  
Name : \_\_\_\_\_

## Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Group IT Department Use

### Internet Access Requisition

## Recommended / Not Recommended by

Signature (Head of IT Department)  
Date : \_\_\_\_\_

## Remarks:

## Approved / Not Approved by

Signature (Deputy President and COO)  
Date : \_\_\_\_\_

### ID Issuance

## Approved by

Signature (Head of IT Department)  
Date : \_\_\_\_\_  
Name : \_\_\_\_\_

## Created by

Signature (Systems Admin)  
Date : \_\_\_\_\_  
Name : \_\_\_\_\_

## Remarks:

Organisation Unit (OU)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Configured by

Signature (Systems Support)  
Date : \_\_\_\_\_  
Name : \_\_\_\_\_

### ID Termination

## Approved by

Signature (Head of IT Department)  
Date : \_\_\_\_\_  
Name : \_\_\_\_\_

## Terminated by

Signature (Systems Admin)  
Date : \_\_\_\_\_  
Name : \_\_\_\_\_

## Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Removed by

Signature (Systems Support)  
Date : \_\_\_\_\_  
Name : \_\_\_\_\_