

USER ID REQUEST FORM (Issuance and Termination)



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

Date : _____ Request for ID Issuance ☐
Date : _____ Request for ID Termination ☐

Requestor (Tick Where Applicable)

Full Name	:	_____	
Company Name	:	_____	Permanent Staff <input type="checkbox"/>
Department	:	_____	Contract / Temporary Staff <input type="checkbox"/>
Designation	:	_____	
Phone No	:	_____	Extension : _____

ID Issuance

System	Windows	<input type="checkbox"/>	Internet *	<input type="checkbox"/>
	Email	<input type="checkbox"/>		
Application	IFCA	<input type="checkbox"/>	*Internet Access Justification _____ _____ _____ _____ _____ _____	
	JDE	<input type="checkbox"/>		
	FACT	<input type="checkbox"/>		
	ACCPAC	<input type="checkbox"/>		
	Orisoft	<input type="checkbox"/>		
	Atcom	<input type="checkbox"/>		
	BOS	<input type="checkbox"/>		
	Others*	<input type="checkbox"/>		

Requested by	Recommended by	Approved by
Signature (Applicant) Date : _____	Signature (Immediate Supervisor) Date : _____ Name : _____	Signature (HOD) Date : _____ Name : _____

ID Termination

Effective Date : _____	
Recommended by	Approved by
Signature (Immediate Supervisor) Date : _____ Name : _____	Signature (HOD) Date : _____ Name : _____
	Remarks: _____ _____ _____ _____ _____

Group IT Department Use - ID Issuance

Approved by	Created by	Remarks: Organisation Unit (OU)	Configured by
Signature (Head of IT Department) Date : _____	Signature (Systems Admin) Date : _____ Name : _____	_____ _____ _____ _____	Signature (Systems Support) Date : _____ Name : _____

Group IT Department Use - ID Termination

Approved by	Terminated by	Remarks:	Removed by
Signature (Head of IT Department) Date : _____ Name : _____	Signature (Systems Admin) Date : _____ Name : _____	_____ _____ _____ _____	Signature (Systems Support) Date : _____ Name : _____

Acknowledge Acceptance of Password

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 MTD computing and network facilities.

Signature _____ User ID : _____
Date : _____ Email : _____
Name : _____



MTD Group of Companies
IT Department
(Tel): 03 – 6195 1111
(Fax): 03 – 6188 0101

From:
(Name)

.....
(Employee No.)

To:
(Company)

Date:

LETTER OF UNDERTAKING AND INDEMNITY

1. I, (NRIC No.), acknowledge that computer and communication facilities of MTD Capital Bhd or of any company in the MTD Group (“the Company”) are made available to me for the discharge of my duties as an employee of the Company.

2. I further acknowledge that the provision of such facilities is governed by the Company’s policies and guidelines, including guidelines as per the **Appendix**, which may be amended from time to time at the Company’s absolute discretion.

3. I hereby undertake to adhere to the above policies and guidelines.

4. I also acknowledge and agree that in order to prevent unauthorized use of the facilities, the Company may automatically log and monitor the usage activity of the facilities made available to me and detailed investigations may be undertaken.

5. I agree that the Company may take disciplinary action against me for any unauthorized use and/or failure to observe the abovementioned policies and guidelines.

6. Notwithstanding the disciplinary action mentioned above, I further agree to indemnify and save harmless the Company and its successors and assigns from any claim, action, liability, loss, damage or suit arising from my unauthorized use and/or non-compliance with such policies and guidelines.

7. This Letter of Undertaking and Indemnity shall be unlimited as to amount or duration and shall be binding upon and inure to the benefit of the parties herein, their successors and assigns.

8. I have read and understood **Acceptable use of IT Facilities policy**. I am also bound by the **Letter of Undertaking and Indemnity** that governs and regulates my use of MTD’s computing and network facilities.

Yours faithfully,

.....
(Name:)

GUIDELINES ON USE OF COMPUTER FACILITIES

1. These guidelines apply to employees to whom Company computer and communication facilities are made available and to those who use or gain access to the Company computer network. Adherence to these guidelines minimises the risk of breach of integrity of the Company's computer systems, reduces the likelihood of any legal liability against the Company and employees, and optimises the use of the Company's resources.
2. Computer and communication facilities are provided to employees for economical, effective and efficient performance of their work/duties. Limited and reasonable personal use of some of these facilities is permitted.
3. Computers attached to the Company network must not be simultaneously connected to other network.
4. Computers attached to the Company network are installed in accordance with specifications defined by Group Information Technology Department (Group ITD). Employees are not permitted to change any settings without first consulting with Group ITD. Employees must not attach any device or equipment to the Company network without prior approval of Group ITD.
5. Employees are responsible for ensuring the physical security of the Company devices under their control.
6. If employees receive an e-mail by mistake they should respect the confidentiality of its contents, delete the e-mail and inform the sender. Employees must not send the e-mail on to the likely intended recipient; this is the responsibility of the original sender.
7. Employees must not install any software without prior approval of Group ITD.
8. Employees must not make use of Internet chat, instant messaging facilities, data streaming or downloads which are not related to their work.
9. Employees must not divulge their passwords or allow anyone else to use their account at any time. Employees must not use their work password for any other purpose.
10. Employees must ensure their computers are password-locked when left unattended.
11. Users of laptops, personal digital assistants (PDAs), smart phones, etc., must contact Group ITD to discuss appropriate arrangements for ensuring that security software, such as anti-virus software, system patches and/or personal firewalls, are kept up-to-date.
12. Employees must not allow Company's wireless devices (e.g., Bluetooth devices) to be accessible to other devices without appropriate authorisation.
13. All employees must report to Group ITD actual or suspected security incidents.
14. On leaving the Company employment, employees must return all Company-owned computer and communication equipment and data that has been issued to them. Employees must also return equipment and software licences upon demand by the Company.