

Ref: IPTS/ [Ticket # 570]

To,  
**Newgen Technology Ltd.**  
 Block F, Lalmatia,  
 Dhaka

## Change Control Request Form

General Information			
Requestor(s) Name			Date
Mr. Habib. Manager IT.			05 Apr 2021
Office			
Babylon Group 2-B/1, Darussalam Road, Mirpur, Dhaka-1216, Bangladesh			
Contact	Phone	Email	Fax
Mr. Habib.	+8801784398913	habib@babylon-bd.com	880-2- 8032949

### Change Request Definition -



Description – Describe the proposed change. For LC Management System of BGL/AFL/AKL/BCL/ATL

Minor Change Request	Major Change Request
<p>1. For Procurement user :</p> <p>Incorporate Supplier master database at IPTS application.</p> <p>1.1. The admin shall have facilities to entry the new supplier information.</p> <p>1.2. To create PO user can select supplier information from drop-down list and user cannot change supplier information.</p>	

Justification – Justify why the proposed changes should be implemented.

**Change Request Definition -**

Impact of Not Implementing – Explain the impact if the proposed change is not implemented.

Change Request Final Management Approval			
Final Approval Date	Name	Signature	Recommendation
05-04-21	Md. Hasanuzam Shumon Jr. Manager		<input type="checkbox"/> Approve <input type="checkbox"/> Reject
05-4-21	Habib Matiur Rahman Manager		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Reject
Special Instructions – Provide any additional information regarding the final recommendation.			