** IT Department**

**Shared Folder Request Form**

IT-F-3

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Badge No: |  | | | | | |
| Name: |  | | | | | |
| Department: |  | | | | | |
| Type of Request: | Add |  | Change |  | Remove |  |

Request

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Folder Availability: | Existing | |  | Not existing |  |
| **Suggested Shared Folder Name:**  **(Maximum 20 characters for new folders)** | | |  | | --- | |  | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ser.No** | **User Name** | | | **Department** | **Read Only** | **Change/ Read** | **Full Access** |
| **1** |  | | |  |  |  |  |
| **2** |  | | |  |  |  |  |
| **3** |  | | |  |  |  |  |
| **4** |  | | |  |  |  |  |
| **5** |  | | |  |  |  |  |
| **6** |  | | |  |  |  |  |
| **7** |  | | |  |  |  |  |
| **8** |  | | |  |  |  |  |
| **9** |  | | |  |  |  |  |
| **10** |  | | |  |  |  |  |
| Comments: | |  |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant Signature: |  | Approved By:  (Head of Department) |  |  |
|  |  | Signature: |  | MD’s Signature  (For Inter Department Folders Only) |
| Date: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **IT use only:** | | | |
| Remarks: | | Approved By: |  |
| Date & Signature: |  |
| Created By: |  | Applied By: |  |
| Date & Signature: |  | Date & Signature: |  |