

## Request Type / Action

Create	Modify	Delete	Deactive
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## User Information

UAM No.	UAM-xxx-xxx		
Date of Request	03/01/2022	Date of Joining / Leaving	03/01/2022
Name of Employee (Service Requested For)	First Name	Last Name	
	Badal	Khatri	
User ID (For APCER IT)	u1	Email ID (For APCER IT)	u1@apcer.com
Type of Access Required	Permenent   Temporary		
	If Temporary, date of deactivationtation _____		
Type of User/s	APCER USER APCER Client Emp Others _____	Designation	Mngr
User Location	APCER Delhi APCER Ahmedabad APCER UK APCER US Others _____	Department	Sales
* Networking Services to be Granted / Revoked (* Strike Not Applicable)	Email Access Server Access Shared Drive / Folder Access APCER Network VPN Access Others _____	Reporting Manager Name	Vishal
*Access to Distribution List(DL)?	Yes NO		
Comments (if any)	22/Nov/2021 is the last day for annapurna in the organization. hence user window account, nw, access group, email and VPN access needs to be removed		

## Access to Share Drives

Drive Name	Folder Name/s	Access Rights	Grant / Revoke
	NA	Read Only Read / Write	Grant Revoke

## User System Data and Email ID Treatment

User System Data	Not required   Arhive   Handover		
Data handover To		End User Confirmation on receipt of data	
Email Mailbox Transferred		End User Confirmation on activation of Mailbox	

## User System Data and Email ID Treatment

Email ID Forwarded to*	1	End User Confirmation on Email Forwarding	1
Date Till Email ID to remain Active	1		

## UAM Approvals

	Name	Signature	Approval Date (DD-MMM-YYYY)
Requested By			
Head of Department / Designee			
IT Head / Designee (Mandatory in case of Email Forwarding)			
DPO/Designee (Mandatory in case of Email Forwarding)			

## For IT Department Use Only

Active Directory Account Deactivation Date		Active Directory Account Deletion Date	
Comments (if any)			
	Printed Name	Signature	Date (DD-MMM-YYYY)
Executed By (Server Administrator / Designee)	1	1	1
	2	2	2