

**Active Directory (AD) Request Form**

\* Please have this form duly signed and returned to IT

Name:	Accounting Sepaku		
Employee ID:	30000017		
Designation:	Finance Accounting Officer	Grade:	
BG/BU:	IHM		
Office/Location:	Sepaku	Floor:	
Phone(Ext):			
Department:	IHM-F&A MO, KF		

Request Type:	<input type="checkbox"/> Create Account	<input checked="" type="checkbox"/> Delete Account
VIP?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Access Type:	<input checked="" type="checkbox"/> Terminal Server (TS) User Account	<input type="checkbox"/> Non-TS Account
Account Type:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Temporary

Valid From:	<input type="text" value="29/11/2024"/>	To:	<input type="text" value="31/12/9999"/>
	dd dd mm mm yy yy		dd dd mm mm yy yy

Email Domain (select one, if applicable)\*\*:

<b>Kalimantan</b>	<b>Group</b>
<input checked="" type="checkbox"/> D1.LCL	<input checked="" type="checkbox"/> IHM

Reason for request  
/ Remarks

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Approved by:

Dept Head

**APPROVED**

(Signature)

Name: System Developer  
Date: 03/12/2024

Approved by:

HRD Head

**APPROVED**

(Signature)

Name: System Developer  
Date:

Approved by:

BU/BG Head Project Director

**APPROVED**

(Signature)

Name: Aryo Adi Nugroho  
Date:

Approved by:

Site IT Service Delivery Lead

**APPROVED**

(Signature)

Name: System Developer  
Date:

To be filled by IT:

Remarks

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	By	Date
Received		
Setup		
Checked		
User informed		