**OCF INTERNET ACCESS REQUEST FORM**

Date -……………

# Requester Details

1.1. Name: ………………………………………………………………………………………………………………………

1.2. Designation: ..……………………………………………………………………………………………………………

1.3. Department: ……………………………………………………………………………………………………………

1.4. HR No: …………………………………

1.5. NIC No: …………………………………

1.6. Workstation IP address: ……………………………………………………………

1.7. Windows ID: ……………………………………………………………….

1.8. Type of Access – Permanent/Temporary

1.8.1.Length of time required from …………………………….. To ………………………………………….

1. **Business justifaction / request web sites.**

…………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………….

Users who violate the provision outlined in this document are subjected to disciplinary action up to and including termination of service. In addition, any inappropriate use that involved a criminal offence will result in legal action.

# Declaration

I understand that, it is my responsibility to read and comply with the OCF information Security Policy, also I personally responsible and accountable for my actions and should avoid any activity or behavior that may hinder my ability to perform responsibilities in a professional manner.

I am aware that, if I failed to comply with acceptable user policy and Internet policy, it could result in disciplinary actions as well as disconnecting the internet access without notifying.

Name: ………………………

HR ID: ………………………

……………………………...

Requestor Signature

……………………………..

Approved / Rejected By

Head of the Department

# Comments Information Security Team

Network & Security -

IT Risk -

…………………………

Network & Security

Date:

……………………………… IT Risk / IT Governance

Date:

Approved /Rejected

……………………………… Director/CFO/DCEO

**IT Use Only**

|  |  |
| --- | --- |
| Granted date |  |
| Granted By |  |
| Status |  |
| Expiry Date |  |
| Access rule Reference ID |  |
| Assigned Credentials |  |
| Admin Comments |  |
| Signature |  |