ANBESA BANK
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DBS Back Office / Portal User Access Request Form

1. Branch Information

Branch Name: _____
Branch Code: _____
District: _____

2. User Information

Full Name: _____,_____,_____
Position: _____
Employee ID: _____
Phone: _____
Email: _____
Signature: _____

3. Access Type

☐ *New Access*
☐ *Modify Access*
☐ *Remove/Deactivate Access*
☐ *Password reset*
☐ *Unlock backoffice user*
Username (if existing): _____

4. Access Required (Modules / Roles)

☐ *Customer Management*
☐ *Account Services*
☐ *Transaction Monitoring*
☐ *User Administration*
☐ *Reports*
☐ *Audit Trail*
Other: _____

6. Branch Manager Approval

Name: _____
Signature: _____
Date: _____

7. Digital Banking Support (DBS) Approval

Reviewed By: _____
Signature: _____
Date: _____
Remarks: _____

8. ICT Security Approval

Approved By: _____
Signature: _____
Date: _____

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