MARINE SERVICES COMPANY LIMITED

ICT & STATISTICS UNIT

RFAIS No:

REQUEST FOR ACCESS ICT SYSTEM

SECTION A: USER INFORMATION

COMPANY NAME

FULL NAME

DESIGNATION

CHECK NUMBER

AND/OR OTHER ID (Tick whichever applies) National ID ☐ Driving Licence ☐

Voter's ID ☐ Passport ☐ Professional Registration Number ☐

ID NUMBER

DEPARTMENT/UNIT

SECTION

EMAIL ACCOUNT

RESPONSIBILITY STATEMENT: As a user of Information and Communication Technology system resources of Marine Services Company limited, I am aware of my responsibilities

PHONE No [   ] SIGNATURE [   ] DATE [   ]

SECTION B: REQUESTED SERVICE (Tick whichever applies)

e-Ticketing and Billing system		PlanRep	
Email (GMS)		MUSE e-TOKEN	
e-Office		VPN	
GePG		GIMIS-GPSA	
NeST		e-Mrejesho	
OTHER(SPECIFY)			

ACTION REQUIRED (Tick whichever applies)

Create an account ☐   Activate an account ☐   Deactivate an account ☐

Update an account ☐   Password reset ☐   Change access rights ☐

DETAILS OF A FUNCTION TO BE PERFOMED BY A USER

SECTION C: END USER DEPARTMENT AUTHORIZING

TITLE

FULL NAME

EMPLOYEE ID

DECLARATION(Tick whichever applies)

☐   I declare that the above named requestor is eligible for requested system access.

☐   I declare that the above named requestor is not eligible for requested system access.

SIGNATURE   DATE:

SECTION D: FOR ICT DEPARTMENT USE ONLY(To be completed by ICT Superior)

ICT OFFICER / SENIOR ICT OFFICER / PRINCIPAL ICT OFFICER / HEAD OF ICT MANAGER

1. Assigned Username

2. Role Granted/Given Role

3. Date Created

4. Created by: Name

Signature   Date.