

**User Login ID Service Request Form**

Thank you for using IMOS. **Complete this form in BLOCK LETTERS and fax it to (65) 6321 1006.**

**Product:**  **IMOS**

**Please select the service:**

<input type="checkbox"/> Request for <b>New IMOS Login ID</b>		
Name	Business Mobile No.#	Office Email Address #

<input type="checkbox"/> Request to <b>RE-ACTIVATE IMOS Login ID</b> or <b>DELETE</b> existing ID					
Login ID	Business Mobile No.#	Office Email Address#	Re-Activate, pls tick		Delete existing ID
			With New Password	Without New Password	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

All requests must be authorised by the company's DSA. The DSA should not request to reactivate his/her own ID.

As the IMOS Data Security Administrator ("DSA"), I agree to be the main contact person for my company on all IMOS matters, responsible for creation, deletion, activation and management of all IMOS user IDs, passwords and user roles for my company and deemed to act on behalf of my company. As part of such responsibilities I shall ensure that user IDs of staff who have left the company or who no longer need to use IMOS are removed. I agree and acknowledge that Portnet.com Pte Ltd will not be responsible for any act or omission of mine, or of any IMOS user.

<b>Name of Company Data Security Administrator (DSA):</b>	<b>Designation:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Office Telephone No.:</b>	<b>Business Mobile No. :</b>	<b>Office Email Address:</b>	
<b>Company Name:</b>		<b>Company Stamp:</b>	

# Please ensure that the user's business mobile number and user's office email address are correctly filled in as the password will be sent to the user's business mobile and the user ID to his/her office email address. If the business mobile number or office email address of the user is not entered, the username & password will be sent via the normal hardcopy mailer which will take 3-5 working days. The user's business mobile must not be the same as DSA's business mobile, if not the hardcopy mailer will apply.

**FOR OFFICAL USE ONLY - ORG CODE:**

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	Received By:	Approved By:
Name:		
Signature & Date:		