



System Account Request Form

Date: 24/01/2022
Version: 1.0
Document No.: SAINS-CORP-FR-031

Ref: SC /

Part A: Account Holder Details (Type or write in block letters)

Full Name (as in IC / passport)		Agency & Section	
NRIC/Passport		Designation	

Part B: System Account Details (Tick where applicable)

Type of Request

Current Email/LDAP ID	<input type="text"/>	Requester Name	
Preferred Email/LDAP ID (for new account)	<input type="text"/>	Note : SAINS Administrator reserves the right to change the preferred ID if it is not available	

No.	Application Name	Type of Request					Remarks
		New	Modify	Delete	Activate	Password Reset	
1.	Sarawaknet Email Account, If others: please specify ----- (Account Holder Signature) Name: Date: <u> </u> / <u> </u> / <u> </u> DD MM YY	<input type="checkbox"/>	Is the Email Content to be transferred from old Email to new Email Account? (for deletion of account only) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please specify a new email account (Sarawaknet, State Statutory Bodies and State Local Authorities Email Only) -----				
2.	Sarawaknet Account Access (no mailbox)/LDAP ID (Account Holder Signature) Name: Date: <u> </u> / <u> </u> / <u> </u> DD MM YY	<input type="checkbox"/>					
3.	Sarawaknet Mailbox Capacity		<input type="checkbox"/>				<input type="checkbox"/> Upgrade / <input type="checkbox"/> Downgrade Current Quota to [<input type="text"/>] MB
4.	Internet Proxy Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Part C: System Owner Approval

It is the responsibility of the requester to get the approval from System Owner. Only the completed form will be processed by the SAINS Contact Centre.

No.	Application Name	Type of Request			Type of Role / Remarks	Approval Status			System Owner			
		New	Modify	Delete		Approved	Not Approved	KIV	Name	Signature	Date [DD/MM/YY]	Time [HH:MM]
1.	TALIKHIDMAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<u> </u> / <u> </u> / <u> </u>	<u> </u> : <u> </u>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<u> </u> / <u> </u> / <u> </u>	<u> </u> : <u> </u>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<u> </u> / <u> </u> / <u> </u>	<u> </u> : <u> </u>

Remarks, if any:

Part D: Head of IT/Head of Agency/Office Endorsement

I hereby confirm that the above information is complete and accurate. Incomplete form will not be accepted for processing.

----- (Head of IT/Head of Agency/Office Signature) Name: _____ Designation: _____ Date: <u> </u> / <u> </u> / <u> </u> DD MM YY	
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PDPA Consent Clause

By submitting this Form, you hereby agree that 'Sarawak Information Systems Sdn. Bhd. (SAINS)', its related associates and subsidiary companies as well as their representatives (collectively, "SAINS") may collect, obtain, store and process your personal data that you provide in this form for the purpose of communication related to service provision.

You hereby give your consent to SAINS to:

- a. Store and process your Personal Data;
- b. Disclose your Personal Data to the relevant governmental authorities or third parties where required by law or for legal purposes.

In addition, your personal data may be transferred to any company within SAINS which may involve sending your data to a location outside Malaysia. For the purpose of updating or correcting such data, you may at any time apply to SAINS to have access to your personal data which are stored by SAINS. For the avoidance of doubt, Personal Data includes all data defined within the Personal Data Protection Act 2010 including all data you had disclosed to SAINS in this Form.