

<b>Change Request Form</b>	<b>Date of Submission:</b>
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**Change Request Form**

Employee Name: \_\_\_\_\_ Employee Code: \_\_\_\_\_  
Employee E-mail Id: \_\_\_\_\_ Designation: \_\_\_\_\_  
Reporting Officer \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Domain Name: \_\_\_\_\_

**Change Request Type**

Password

- 1) FTP
- 2) Stats
- 3) C Panel
- 4) E-Mail ID

Domain

- 1) Shifting  
(Require to fill domain hosting form)
- 2) Increase/Decrease Quota

Change of Permission

Database

- 1) Database Creation  
Database Name      User      Password
- 2) Database Password

-----To be used by Server Department -----

Sr. Number

Received By : \_\_\_\_\_ Executed By: \_\_\_\_\_

Received on Date \_\_\_\_\_ Time \_\_\_\_\_

Committed Date \_\_\_\_\_ Time \_\_\_\_\_

Request Completed Date \_\_\_\_\_ Time \_\_\_\_\_

Signature  
Server Manager

<b>Author: Manager Servers</b>	<b>Document Number: QMS-SRD-CRF 03</b>	<b>Security Classification: Confidential</b>	<b>Page 1 of 1</b>
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