

Email Request Form	Date and Time of Submission:
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Email Request Form

Employee Name: _____ Employee Code _____
 Designation: _____ Department _____
 Reporting Officer: _____ Employee Email ID _____
 No. of Email Ids to be created, if any _____

No. of E-Mail Ids to be deleted, if any: _____

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

Sr. Number

Received By :	Executed by:
Received on Date	Time
Committed Date	Time
Completed Date	Time

Signature
 Server Manager

Approved By: Manager, Server Operations	Form Number: QMS-SRD-ERF 02	Security Classification: Confidential	Page 1 of 1
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