

<b>Server Access Request Form</b>	<b>Date and Time of Submission:</b>
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**Server Access Form**

Employee Name

Employee Code

Employee E-mail ID

Designation

Reporting officer

Employee Location: C-11  C-62  Gurgaon  Kolkata  Mumbai

Access Type: FTP  Web Server  Stats  Database

Domain Name

Purpose for Access

Approved By

# Approver's Signature

-----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

# If form is sent by Email, approver needs to confirm the request by email.

<b>Approved By:</b> Manager, Server Operations	<b>Form Number:</b> QMS-SRD-SRF 05	<b>Security Classification:</b> Confidential	<b>Page 1 of 1</b>
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