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

Current Email/LDAP ID		Requester Name	
Preferred Email/LDAP ID (for new account)		<i>Note : SAINS Administrator reserves the right to change the preferred ID if it is not available. ID is limited to 20 characters</i>	

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: / / DD MM YY	Is the Email Content to be transferred from old Email to new Email Account? (for deletion of account only) ☐ Yes ☐ 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: / / DD MM YY	
3.	Sarawaknet Mailbox Capacity		[]				[] Upgrade / [] Downgrade Current Quota to [] MB
4.	Internet Proxy Account	[]	[]	[]			

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	[]	[]	[]		[]	[]	[]			__/__/__	__:__
2.		[]	[]	[]		[]	[]	[]			__/__/__	__:__
3.		[]	[]	[]		[]	[]	[]			__/__/__	__:__

Remarks, if any:

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>	AGENCY STAMP
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System Account Request Form

Date: 08/10/2025

Version: 1.2

Document No.: SAINS-CORP-FR-031

PDPA Consent Clause

By submitting this form, you consent to SAINS collecting, using, and disclosing your personal data provided herein for data processing and related purposes, in accordance with the Personal Data Protection Act 2010 [Act 709], the Personal Data Protection (Amendment) Act 2024 [Act A1727], and our [Privacy Notice](https://www.sains.com.my) available at <https://www.sains.com.my>.