



NWTL GROUP

IT USER REQUEST FORM

Date: _____

Ref No. _____

(to be filled by IT Support)

FIRST NAME: _____

SURNAME: _____

POSITION: _____

DIVISION/SECTION: _____

DEPARTMENT: _____

CONTACT NO: _____

EMAIL / **Windows Login** (*Specify Login Details*)

Type of Request (CHECK ONE): NEW AMEND DELETE OTHERS

INTERNET ACCESS (Specify if there are restrictions)

Type of Request (CHECK ONE): Connect Disconnect

COMPANY SHARED DATA (Specify the files or folder to grant access)

HARDWARE TROUBLESHOOTING NEW HARDWARE REPLACEMENT OTHERS

SOFTWARE TROUBLESHOOTING NEW HARDWARE REPLACEMENT OTHERS

REMARKS

REQUESTED BY

APPROVED BY

APPROVED BY

APPROVED BY

PROCESSED BY

USER /NAME

DEPT/DIV MGR

CFO

BOD

IT SUPPORT

PNG NAMBA WAN TROPHY LIMITED

Sect 23, Lot 4 Angau Drive, Boroko, NCD, Port Moresby, Papua New Guinea

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