

	ICT SERVICE FORM [ISF] Pustaka Negeri: Tel: 082-442000 Ext: 233-237 State Record Repository: 082-440488 Ext: 32 Pustaka Miri: 084-422525 Ext: 214 Pustaka Sibu: 085-315200 Ext: 210		Document No : FRM-CM-MR-16
			Revision No : 0
			Effective Date : 1 June 2022

REQUEST DETAILS			
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System /Equipment Name:		Reference No: (If Any)	
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Brief Description of Request :
Reasons / Justifications :

AUTHORIZATION		
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	TO BE COMPLETED BY ICT SECTOR	
	Attended by :	Remarks :
..... (Requester's Signature)	 (Signature)	
Name :	Name :	
Date :	Date :	
Endorsed by:	Verified by :	
..... (Head of Sector's/Supervisor Signature)	 (Head of ICT Sector's Signature**)	
Name :	Name :	
Date :	Date :	

USER ACCEPTANCE	
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Signature :	
Name :	
Date Assigned :	
Date Completed :	

Important Note:

*This form should be completed&signed by requester &Head of Sector before being submitted to ICT Sector for processing.

*If the space is insufficient, please put the details of request in the attachment.

**To be signed by Regional Manager for PustakaMiri and Head Of Sector, Depository Services for SRR.