

Date: / / 20	QF-IT-027-3-2	
	E-Mail Address Request	

APPLICANT INFORMATION		
Name:		
Employee No:	Phone :	Date:
Request Type:		
Dept.:	Project:	Targeted Date:
REQUEST FOR NEW EMAIL ID		
USER INFORMATION		
First Name:		
Last Name:		
Email Address:		
Password: As per the Company Policy		
Existing Email Address:		
EMAIL POLICY		
<i>1-All the Email Accounts maintained on the company's Email Systems are property of the company</i>		
<i>2-The Company allows it E-mail access primarily for business purpose.</i>		
<i>3-Users are prohibited from using third-party Email Systems and Storage servers such as google, Yahoo & Hotmail etc. to conduct fkec Business</i>		
<i>4-Use of Company's communication systems to for a personal business or send chain letters, Forwarding of the company's confidential messages to external Locations will lead to unacceptable use of Email System</i>		
<i>5- Employee may only subscribe to a newsletter or newsgroup which directly relates to their job</i>		
SIGNATURE		
Required By :	Department Head/ Project Manager:	
Date:	Date:	
REMARKS		
Email Id Available & Issued: _____		
CONCLUSION		
Requester: (Work Completed)	Work Completed by:	
Date:	Date:	