



PERBADANAN PR1MA MALAYSIA
USER ACCESS MODIFICATION FORM

SECTION A : TO BE COMPLETED BY APPLICANT / REQUESTOR

NAME			
DESIGNATION			
DIV/DEPT.			
REQUEST DATE			
TYPE OF ACCESS MODIFICATION (please tick whichever is applicable)	☐ CREATE NEW ACCOUNT	☐ MODIFICATION	☐ TERMINATE
	☐ OTHERS (please specify)		
DETAILED DESCRIPTION (e.g. system name, user role, etc)			
REASON/JUSTIFICATION FOR MODIFICATION REQUEST			
(For immediate termination due HR related matters, please contact HR)			
EFFECTIVE DATE			

REQUESTED BY:

RECOMMENDED BY HEAD OF DEPARTMENT

NAME	
DESIGNATION	
DEPARTMENT	
DATE	

NAME	
DESIGNATION	
DEPARTMENT	
DATE	

SECTION B : APPROVAL BY BUSINESS OWNER

APPROVED BY HOD/DIVISION
OF BUSINESS OWNER(if applicable):

NAME	
DESIGNATION	
DEPARTMENT	
DATE	

SECTION C : TO BE COMPLETED BY ICT PERSONNEL

DATE RECEIVED		☐ RECOMMEND	☐ REJECT
RECEIVED BY:			
NAME			
DESIGNATION			

SECTION D : RESOLUTION

RESOLVED BY:

REVIEWED BY:

NAME	
DESIGNATION	
RESOLUTION DATE	

NAME	
DESIGNATION	
DATE	

REMARKS
