



**VPN ACCESS REQUEST FORM**

**Part 1: Client Information (To be filled by User)**

Full Name:- .....  
 School/Directorate/Department/Unit:- .....  
 Mobile:- ..... Email:- .....  
 Type of employment (Full time, Part time, Contract):- .....  
 Reason for VPN Access:- .....  
 .....  
 System(s) to be accessed (e.g. MUSE, Dfund,eOffice, Digital Signature, PKI, others (specify)):-

Declaration: ***I agree that I have read and understood the VPN Access Binding Agreement as stated below.***

1. *I hereby agree to use this VPN for the intended purpose only, therefore I will be accountable and responsible in case of any abuse associated with my user ID activities.*
2. *I understand that a VPN connection will be terminated and disabled if any suspicious activity is observed within.*

Signature:- ..... Date:- .....

**Part 2: Supervisor (To be filled by Supervisor)**

I hereby to ***agree/disagree*** the above named applicant to be given access to VPN.

Name:- ..... Designation:- .....  
 Signature:- ..... Date:- .....

**Part 3: Management Approval/Authorization**

I hereby to authorize that the above named applicant should be ***granted/denied*** access to VPN.

Name:- ..... Designation:- .....  
 Signature:- ..... Date:- .....

**Part 4: VPN Authorization (For ICT Office Use Only)**

**Authorized By**

Name:- ..... Signature:- ..... Date:- .....

**Created by (In charge Security)**

VPN Login Names:- .....

Name:- ..... Signature:- ..... Date:- .....