**E-Mail Creation, Change, Reset Request Form**

**Organization Name:**

**General Emails for Sections or Subjects**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **e-Mail address** | **Section / Subject** | **New** | **Change** |
|  01 |  |  |  |  |
| 02 |  |  |  |  |
| 03 |  |  |  |  |  |  |
| 04 |  |  |  |  |  |  |
| 05 |  |  |  |  |  |  |

**Emails for Individuals**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **e-Mail address** | **Name of the User** | **Designation** | **Previous Work Place** | **New** | **Change** |
| 01 |  |  |  |  |  |  |
| 02 |  |  |  |  |  |  |
| 03 |  |  |  |  |  |  |
| 04 |  |  |  |  |  |  |
| 05 |  |  |  |  |  |  |
| 06 |  |  |  |  |  |  |
| 07 |  |  |  |  |  |  |
| 08 |  |  |  |  |  |  |
| 09 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |

 **Requester:**  **Authorized By:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name : |  |  Name : |  |
| Designation : |  | Designation : |  |
| Signature : |  |  Official Stamp  and Signature: |  |
| Date :  |  |
| Contact Number : |  |
|  |  |
|   |  | Date :  |  |
|  |  | Contact Number : |  |