

**MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS**  
**REQUEST FOR ACCESS TO COMPUTERISED REGISTRY SYSTEM**

<b>Section A</b>		
Request for*: <b>New access/Cancel access/Reset password</b>		
Surname:	Other Names:	
NID:	Job designation:	
Ministry/Department:	Registry:	
Phone No:	Email address:	
<i>I undertake not to share my login name and not to divulge my password to anyone. I am also aware that I will be held solely responsible for any transaction recorded under my login name.</i>		
Date:	Signature:	
<b>Section B</b>		
Officer-in-charge of Registry:	Job Designation:	
Date:	Signature:	
<b>Section C (to be signed by officer not below the rank of DPS)</b>		
Authorised Officer:	Job Designation:	
Date:	Signature:	
<b>Section D</b> <b>(Approval by APS/ DPS of Ministry of Public Service and Administrative Reforms)</b>		
Date:	Signature:	
<b>Section E (for office use only)</b>		
Organisation Code:		
<b><u>Level 1</u></b>		
Username created:	Password:	
Date:	Access granted by:	Signature:
<b><u>Level 2</u></b>		
Username created:	Password:	
Date:	Access granted by:	Signature:

\*Please delete as appropriate

**Note:**

- The Officer-in-Charge of the Registry of each Ministry/Department should inform the Ministry of Public Service and Administrative Reforms (Administrative Reforms Division) of any officer being transferred or leaving the service so that the login access is deactivated.
- As a security measure, you are kindly requested to change your second level password after login to the system for the first time.

For any query, please phone on Tel: 405 4100 or Fax: 212 4168