

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

Section A		
Request for*: New access/Cancel access/Reset password		
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:
Section B		
Officer-in-charge of Registry:		Job Designation:
Date:		Signature:
Section C (to be signed by officer not below the rank of DPS)		
Authorised Officer:		Job Designation:
Date:		Signature:
Section D <i>(Approval by APS/ DPS of Ministry of Public Service and Administrative Reforms)</i>		
Date:		Signature:
Section E (for office use only)		
Organisation Code:		
<u>Level 1</u>		
Username created:		Password:
Date:	Access granted by:	Signature:
<u>Level 2</u>		
Username created:		Password:
Date:	Access granted by:	Signature:

*Please delete as appropriate

Note:

- a) 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.
- b) 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