

MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL 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, Administrative and Institutional 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, Administrative and Institutional 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: 211 2734