

NOMINATION OF NEW DATA SECURITY ADMINISTRATOR (DSA)

Complete this form and email it to csc@portnet.com.

PART I - TO BE COMPLETED BY AN AUTHORISED SIGNATORY OF THE COMPANY HOLDING A MANAGERIAL POST

For the administration of staff user ids and the control of access to sensitive facilities, please assign two Data Security Administrators (DSA) who must preferably be of managerial level or at least of executive level. The DSAs will be the main contact persons for the respective systems.

DSAs have the authority to create, activate, delete user IDs and passwords and grant user roles. They are deemed to act on behalf of your company. It is the responsibility of your company to ensure that user IDs of DSAs who have left the company or who no longer hold DSA rights are removed from Portnet. Portnet.com Pte Ltd will not be responsible for any act or omission by your company's DSAs or its Portnet users.

Please check the boxes below to select the systems that the DSAs would be administering:

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DSA Nominee #1	DSA Nominee #2
Name (Underline Surname)	Name (Underline Surname)
Designation / Dept :	Designation / Dept :
Office Tel. No :	Office Tel. No :
Business Mobile No. :	Business Mobile No. :
Office Email:	Office Email:
Portnet Logon ID (if any)	Portnet Logon ID (if any)
<p>DSA Acknowledgement As the Portnet Data Security Administrator ("DSA"), I agree to be the main contact person for my company on all Portnet matters, responsible for creation, deletion, activation and management of all Portnet user IDs, passwords and user roles for my company and deemed to act on behalf of my company. As part of such responsibilities I shall ensure that user IDs of staff who have left the company or who no longer need to use Portnet are removed from Portnet. I agree and acknowledge that Portnet.com Pte Ltd will not be responsible for any act or omission of mine, or of any Portnet user.</p>	
DSA Nominee #1 Signature:	DSA Nominee #2 Signature:
Reason(s) for nomination:	

PART II – TO BE COMPLETED BY THE COMPANY DIRECTOR / GENERAL MANAGER / CURRENT DSA HOLDING A MANAGERIAL POSITION OR AN AUTHORISED PARTY OF SIMILAR STATUS

SUBMITTED BY:

IMPORTANT NOTES:

BY SIGNING BELOW, WE AGREE TO BE BOUND BY THE TERMS AND CONDITIONS IN PLACE FROM TIME TO TIME. IN THE EVENT THAT THE PERSONNEL NAMED IN THIS APPLICATION LEAVES THE COMPANY, THE COMPANY MUST INFORM PORTNET.COM PTE LTD IMMEDIATELY AND MUST PROVIDE PARTICULARS OF THE REPLACEMENT PERSONNEL.

Name:	Business Mobile No.:	Designation:	Signature:
Company Name:	Company Stamp:	Date:	