

USER DETAILS

FULL NAME	EMPLOYEE ID NUMBER	POSITION / TITLE
CONTACT NO.	BRANCH/OFFICE	

ACCESS DETAILS

SYSTEM / MODULES

IT FACILITY

☐ SERVER ☐ NETWORK ☐ EMAIL ☐ SYSTEM

DEFINE SYSTEM

☐ SBI COLLECT PORTAL ☐ CASA ☐ LMS ☐ SBPay ☐ MICRO SERVICE: _____

ACCESS ROLE

<p>SBPAY</p> <p><input type="checkbox"/> SYSTEM ADMIN <input type="checkbox"/> HEAD OFFICE <input type="checkbox"/> BRANCH</p>	<p>LMS</p> <p><input type="checkbox"/> TELLER <input type="checkbox"/> LOANS BOOKKEEPER <input type="checkbox"/> BOO <input type="checkbox"/> CASHIER <input type="checkbox"/> LOANS PROCESSOR <input type="checkbox"/> CRECOM <input type="checkbox"/> ACCOUNT OFFICER <input type="checkbox"/> BRANCH MANAGER</p>
<p>SBI COLLECT</p> <p><input type="checkbox"/> TELLER <input type="checkbox"/> LOANS BOOKKEEPER <input type="checkbox"/> BOO <input type="checkbox"/> CASHIER <input type="checkbox"/> LOANS PROCESSOR <input type="checkbox"/> CRECOM</p>	<p>CASA</p> <p><input type="checkbox"/> TELLER <input type="checkbox"/> BRANCH MANAGER <input type="checkbox"/> BOO <input type="checkbox"/> CASHIER <input type="checkbox"/> NAC <input type="checkbox"/> GL/LOAN BOOKKEEPERS <input type="checkbox"/> OTHERS: _____</p>

REASON FOR ACCESS

Agreement:

- I shall use my system rights for authorized activities within current Banks rules and regulations to support business transactions and facilitate information dissemination.
- I shall never share or divulge my password to anyone. I shall immediately notify my Supervisor, IT/Security Administrator, and the Internal Audit Group of any authorized access using my password.
- I understand that:
 - I shall use the ID to view or access accounts for validation or reviewing transactions as defined in my current functions.
 - The account viewed /accessed shall not be copied, "cut and paste", stored in an auxiliary media, whether in soft and/ or hard copy form, except for official documentation purposes.
 - Information about any officer and/ or rank and file personnel of the Bank in the system shall not be discussed among co-employees and/ or persons outside the Bank.
 - The system ID/Password/Security Codes shall not be disclosed to anybody to access system applications and databases; and
 - I shall be responsible for all transactions initiated through the use of my ID.
- I shall keep in strict confidence whatever records and information I may access and/ or acquire concerning the depositor of the Bank.
- I am aware that I should always perform "Sign-Off" procedures every time I leave my work station/terminal.
- I shall immediately print any system exception and problems and forward the same to the IT Administrator.
- I shall assume full responsibility for any loss or damage that the Bank may suffer or incur as a consequence of any breach or violation of any of the terms and conditions herein set forth.

Requestor

Verified By: (Head/Bm/BO):

_____ Date

_____ Date

Approved By (CTO):

Performed By (CTO):

_____ Date

_____ Date

Approved By (BOM):

_____ Date