

Domain User-ID, Email and Internet (Proxy) Request Form for SCG HR

Dear: Customer Services Manager

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(Please scan approved request form, attach in Open Case Online or attach in Email and send to itone-cs@itone.co.th or Fax to +66 (0) 2271-5199)

Please specify your request.

* VAT is not included in service charge.
* Service charge is adjusted by Price Index on Jan 1st every year.

☐ New User-ID for New Employee

No. of User-ID: _____

Authorized by HR Division Manager

[\(In case of requesting more than 1 User-ID, please fill in data in sheet: 1. Add User\)](#) (Referenced from executive authorization for accessing systems or databases of each business unit.)

☐ Full-Time Employee

☐ Temporary Employee

☐ Internship

☐ Contractor

☐ External User

Business Unit (BU) _____ Company Code _____ Company Name _____

Effective Date _____ (End Date _____ for Non Full-Time Employee, please specify)

Please specify more detail

☐ Email (SCG Exchange) [Email size starting at 500 MB, 52 Baht/Month]

☐ Email (At Mail), Type: Forward Mail [11.65 Baht/Month] Please specify Email (Destination) _____

☐ Internet (Proxy) Service

☐ Classic: 160 Kbps [60 Baht/Month]

☐ Gold: 240 Kbps [178 Baht/Month]

Select type

☐ Restricted: 160 Kbps [22 Baht/Month]

☐ Restricted: CPAC Com Code (0310)

☐ Restricted (Other: _____)

Required Information

Name - Last Name (Thai) _____ Email (Supervisor) _____

Name - Last Name (Eng) _____ Employee Code _____

Position _____ Department _____ Location _____

Telephone No. _____ Mobile No. _____

(According to Act of Parliament 2007 on prohibited use of computers, an owner of User-ID identified in the request form is responsible for any action of this User-ID.)

☐ Change User-ID Information

No. of User-ID: _____

Authorized by HR Department Manager

[\(In case of changing more than 1 User-ID, please fill in data in sheet: 2. Modify User\)](#)

Domain User-ID _____ Name - Last Name _____

Telephone No. _____ Mobile No. _____

☐ Change General Information

Name - Last Name (Thai) _____ Email (Supervisor) _____

Name - Last Name (Eng) _____ Employee Code _____

Position _____ Department _____ Location _____

☐ Change service type

User Email Service

☐ Email (SCG Exchange)

☐ Email (At Mail), Type: Forward Mail

☐ Delete User Email

Internet (Proxy) Service

☐ Classic: 160 Kbps [60 Baht/Month]

☐ Gold: 240 Kbps [178 Baht/Month]

☐ Delete Internet (Proxy) User

☐ Restricted: 160 Kbps [22 Baht/Month]

☐ Restricted: CPAC Com Code (0310)

☐ Restricted (Other: _____)

☐ Transfer Employee

No. of User-ID: _____

Authorized by HR Division Manager

[\(In case of transferring more than 1 User-ID, please fill-in data in sheet: 3. Transfer User\)](#)

Current Info

Domain User-ID _____ Name - Last Name _____

Telephone No. _____ Mobile No. _____

Company Code _____ Company Name _____

New Info

Company Code _____ Company Name _____ Location _____

Employee Code _____ Email (Supervisor) _____

Position _____ Department _____ Effective Date _____

☐ Extend usage time of Domain User-ID (For Non Full-Time Employee)

Authorized by HR Department Manager

Domain User-ID _____ Name - Last Name _____

Telephone No. _____ Mobile No. _____ End Date _____

Please provide reason for extending usage time _____

☐ Delete User-ID (Resigned Employee)

No. of User-ID: _____

Authorized by HR Department Manager

[\(In case of terminating more than 1 User-ID, please fill-in data in sheet: 4. Delete User](#) *** IT One will Delete User-ID on Domain, Email, Internet (If any) and Email Forwarding (If any).

Domain User-ID _____ Name - Last Name _____

Telephone No. _____ Mobile No. _____ Effective Date _____

Requester

(For SCG HR only)

Name - Last Name: _____

Com Code: _____ Employee ID: _____

Telephone: _____

Email: _____

Effective Date: _____

Approver

(In case of substituted authorized person, an authorized hand-on document is required.)

Signature: _____

Name - Last Name: (_____)

Position: _____

Email: _____

Telephone: _____ Effective Date: _____

This service request is completed only if Name, Last Name, Position and Requested Information are enclosed.

For IT One Uses Only

Case ID: _____

Group/Team: _____

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