

### Portnet.com User Login ID Service Request Form

Thank you for using Portnet.com products. For faster response time, please use the online User Administration in Portnet instead of this form. Log on Portnet, go to Support → Security → User Administration → User Information Administration.

Complete this form in **BLOCK LETTERS** and fax it to:

- (65) 6321 1006 for normal and urgent request during office hours .
- (65) 6321 1930 for urgent request after office hours.

NORMAL Request - \$10 per ID.  URGENT Request - \$20 per ID.  
This will be charged to your Portnet Account.

Please select the product:

PORTNET®  EZShip®  CargoD2D  TRAVIS  ALLIES  IMOS

Please select the service:

<input type="checkbox"/> Request for <b>New</b> Portnet <b>EDI</b> ID					
<input type="checkbox"/> Request for <b>New</b> Portnet <b>Login ID</b> and <b>Email ID</b> .					
Name	NRIC/ Permit No.	Telephone No.	Mobile No.	Email Address	Existing Portnet Login ID (if any)

<input type="checkbox"/> Request to <b>RE-ACTIVATE</b> Portnet <b>Login ID</b> , <b>EDI ID</b> or to <b>DELETE</b> existing ID					
Login ID	NRIC/ Permit No.	Telephone No.	Re-Activate		Delete existing ID
			With New Password	Without New Password	

**All requests must be authorised by the company's DSA. The DSA should not request to reactivate his/her own ID.**

<b>Name of Data Security Administrator (DSA) of the company :</b>	<b>NRIC No.:</b>	<b>Designation:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Company Name</b>	<b>Email Address:</b>	<b>Company Stamp:</b>		
<b>Telephone / Fax No.:</b>	<b>Mobile No. :</b>			

**For Official Use Only:**

**ORG CODE:**

	Received By:	Approved by	Faxed to / by:	Date IDs Received:
Name:				
Signature & Date:				