



## Customs ICT – Information & Communications Technology

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ID PHOTO

### GENERAL REQUEST FORM – AW Customs Officers

Division/Section:	Phone/Ext:	Request Date:	<b>Official Use Only:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Request Reg. No:
Port:	<input type="text"/>		<input type="text"/>

**A. New User Account:**

Select this option if you are a new user. Complete this section and go to C or D where applicable.

**User Details:**

<input type="checkbox"/> CARGO	User's First Name	User's Last Name	Middle Initials
<input type="checkbox"/> CASHIER	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> ASSESSING	[Excise /Export/Import/Warehouse]		
<input type="checkbox"/> PCA	Circle correct option		
<input type="checkbox"/> OTHER (Specify):	<input type="text"/>		

**Requirements:**

Please note that you, as the user of this facility, are required to:

1. Change your initial password at first logon into ASYCUDA.
2. Advise Customs ICT of your login status (whether you logged in okay or not).

**Declaration:** I hereby declare that I have read & understood the requirements stated above and agree to comply with all conditions set out in them. I understand that failure to do so make me liable for any actions taken.

**User's Signature:**

**B. Existing Account:**

Select this option if you are not a new user and require reset of password, suspension of account or optional port access options. Complete this section and go to D. If other then these options go to section C.

Existing Username	<b><u>User Access option:</u></b>
<input type="text"/>	<input type="checkbox"/> Reset Password <input type="checkbox"/> Suspend User <input type="checkbox"/> Optional Port
	<input type="checkbox"/> New user access Reasons for access: <input type="text"/>

**C. Other Request:**

<input type="checkbox"/> User Defined Report	<input type="checkbox"/> AW Other Access Options	<input type="checkbox"/> Tariff update
<input type="checkbox"/> Manifest Error	<input type="checkbox"/> Declaration Error	<input type="checkbox"/> Others (Specify)/ *Reasons for changes: <input type="text"/>

**D. Approval**

Authorising Person's Signature

Name

Date

**Official Use Only**

ACTIONS taken:

Completed By:

Sign:

Temporary Password:

Completion Date: