SINGAPORE CRUISE CENTRE	**Service Request Form**			FORM VERSION: 1.0
	Agent Admin Account Management Form for SPOS			DOCUMENT VERSION: Nil
	SPOS_User_Form-Agent_Admin	AUTHOR: CHIN JU XIN	DATE OF LAST UPDATE: 14/08/2020	PAGE: 1 of 1

Agent Admin Account Management Form for SPOS: (To be completed by Company's Data Security Officer)

Create / Remove Agent Admin

Create or Remove (Select One Only): ☐ Creation of new Agent Admins / Add Agent Admin Role to Existing Users ☐ Removal Of Agent Admin Role for Existing User

Type of Agent Admin (Select One Only): ☐ FO - Agent Admin (for Ferry) ☐ IPT - Agent Admin (for Cruise) ☐ GC - Agent Admin (for General Charges)

Instructions:
This form is used to request creation, removal of role and deletion of "Agent Admin" who will act as Data Security Officer for the Company
A Company may have maximum 2 Agent Admins of each type. If there are more than one type of Agent Admin, please submit a separate form for each type

S/N	ID No. (Last 4 Characters)	User ID (For Existing Users)	Name	Job Title	Contact No	Email Address (Please provide a valid company email account. The userid and password will be sent to the email address upon creation)
1						
2						

Delete User Accounts

S/N	User ID (For Existing Users)	Remark (if any)
1		
2		

Submitted By:

Name/Signature _____ Date _____ Contact No. _____ Company Stamp _____

SCCPL Approval: (To be completed by SCCPL Operation Manager)

☐ APPROVE ☐ REJECT

Name/Signature _____ Date _____

Request Processed By: (To be completed by SCCPL User Administrator)

Date Received		Date Completed		Completed By	

Note:
1. The applicants accept that all transactions using the SPOS is subject to the SCCPL's General Conditions for Services and the Terms and Conditions for using SPOS services as published at http://www.singaporecruise.com.sg
2. Please inform SCCPL IT of any changes immediately for any "**Agent Admin**" personnel leaving the company, so that SCCPL may accordingly assign new or withdraw the existing user account