



**Customs ICT – Information & Communications Technology**  
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**General Request Form – Other Government Agencies (OGA)**

Government Agency:	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 D.*

<input type="checkbox"/>	<b>ASYCUDA</b>	<b>User Details:</b>			
		User's First Name	User's Last Name	Middle Initials	
		<input type="text"/>	<input type="text"/>	<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 CUSTNET or ASYCUDA. Failure in doing so, you will be liable for any unauthorized transactions using your user name.
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 requires password reset, suspension of account optional port access options. Complete this section and go to D. If other than 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 Account	<input type="checkbox"/> Optional Port	

**C. Other Request:**

<input type="checkbox"/> ASYCUDA Installation	<input type="checkbox"/> Customs Dial-up	<input type="checkbox"/> Printer File	<input type="checkbox"/> Data Request
<input type="checkbox"/> ASYCUDA Error	<input type="checkbox"/> Others (Specify): _____		

D. Authorising Person's Signature	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Official Use Only**

Action: \_\_\_\_\_

Completed By:	Sign:	Temporary Password:	Completion Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>