



Pakistan Revenue Automation (pvt) Ltd
REQUEST FOR ISSUANCE OF OFFICIAL EMAIL ADDRESS

A. Applicant Information

1. CNIC _____ 2. Emp No. _____ 3: Group _____
4. Name: _____
5. Designation: _____
6. Department: _____
7. Phone: _____ 7. Fax: _____
8. Official Address: _____
9. Purpose: _____
10. Existing Email (In Gmail, yahoo etc): _____
11. Yours Manager Name: _____
12. Yours Manager Designation: _____
13. Official Email Address: _____ 14. Ph#: _____

C. Declaration:

I hereby declare that I will keep the e-Mail address and Password confidential and change the password from time to time. I further declare that I will inform Web Team in written in case of my resignation and retirement/official disassociation from PRAL to discontinue the by name assigned email address.

Date Signature

D: Approval

Should be approved by your reporting Manager, Supervisor or by the HR department.

1: Name of the approving Officer: _____

2: Designation of the approving Officer: _____

Date Signature

E: GUIDELINES

Duly completed and approved form should be sent to Web Team FBR, Room # 149, 1st Floor, FBR House Islamabad, by Courier & Faxed on **051-9205593**.

- Email Address and Password will be sent on the existing e-Mail Address provided in Part-A above For queries and further assistance, call **051 9204604**, or e-mail at emailsupport@pral.com.pk

F. FOR USE BY WEB DEPARTMENT

1: Assigned Email: _____ 2: Creation Date: _____

3: Issuing Officer Name: _____ 4: Signature of Issuing Officer: _____