



**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#: \_\_\_\_\_

**B. 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 Email Team in written in case of my resignation and retirement/official disassociation from PRAL to discontinue the by name assigned email address.

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

**C: Approval**

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

1: Name & Designation of the approving Officer: \_\_\_\_\_

2: Signature of the approving Officer: \_\_\_\_\_

Final Approval by Chief Operating Officer:

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

**D: GUIDELINES**

Duly completed and approved form should be sent to Email Support FBR, Room # 149, 1<sup>st</sup> Floor, FBR House Islamabad, by Courier.

- 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](mailto:emailsupport@pral.com.pk)

**E. FOR USE BY Email Team**

1: Assigned Email: \_\_\_\_\_ 2: Creation Date: \_\_\_\_\_

3: Issuing Officer Name: \_\_\_\_\_ 4: Signature of Issuing Officer: \_\_\_\_\_