Government Organizations shall use this form to request LGN internet access for more than one user or when connecting to the LGN for the first time.

**General Instructions to use the form**

* Clearly write/type the information in the relevant field.
* The form shall be filled by the LGN Coordinator at the Government Organization.
* The filled form shall be authorized by the Head of the Government Organization with the inclusion of the official stamp and the signature.
* Filled form shall be sent to LGII helpdesk using the following methods:
	+ Emailing a soft editable (MS-word file) & scan copy of the filled form using a Government email account to **helpdesk@noc.gov.lk**
	+ Sending the filled form through fax to 0112 680993
	+ By post to Lanka Government Information Infrastructure, 3G-17, BMICH, Colombo 07.

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| 1. **Organization Name**
 |  |
| 1. **Address**
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Fill in the below table with the employee details. **Note: Fields mark with \* are mandatory.** You may add rows to the table as required.

| **#** | **Name\*** | **National ID Card Number\*** | **Gender\* (M/F)** | **Designation\*** | **Division/ Department\*** | **Grade\*** | **E-mail address** | **Contact Number (Office)** | **Contact Number (Mobile)** |
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|  | **Total number of new user accounts requested** |  |

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| 1. **Review by LGN Coordinator**
 | **Name and Designation:** | **Date:** | **Signature:** |
| **Mobile Number:** |
| 1. **Authorization by Head of the Organization**
 | **Name and Designation: (Official Stamp)** | **Date:** | **Signature:** |
| **To be filled by LGII** | **Form Received on:** | **Received by:**  | **Authorization for Creation:** |