**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 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.

Government Organizations shall use this form to request LGN modifications for a given internet access user account. **Note: Fields mark with \* are mandatory.**

|  |  |
| --- | --- |
| 1. **Government Organization\***
 |  |
| 1. **Address\***
 |  |
| 1. **Name\***
 |  |
| 1. **National ID Card Number\***
 |  | 1. **Email Address**
 |  |
| 1. **Access Modification Type\***
 | **( ) Change in allocated internet quota****( ) Change in division/department****( ) Change of office location****( ) Password reset****( ) Change of Profile (i.e. given name, designation, grade)** |
| 1. **Modification Details**
 |  |
| 1. **Review by LGN Coordinator**
 | **Name and Designation:** | **Signature:** | **Date:** |
| 1. **Authorization by Head of the Organization**
 | **Name and Designation (Official stamp) and Signature:** | **Date:** |
| **To be filled by LGII** | **Form Received on:****Received by:** | **Authorization for creation:** |