

**ADDITIONAL USER REQUEST FORM**

Ref: **USRADD-03**

System: **CNP, CBRIS, EAR, PDMS, TN Phase III -FS, TN Phase III -FM, TN Phase VI, TRADELINK, FOTS, TEPS, MCCI, WEBBOE, WMS**

Please specify system from the above list. \_\_\_\_\_

**COMPANY DETAILS**

Account ID / Customer Code: \_\_\_\_\_

Account Name /Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**ADDITIONAL USER (PLEASE ADD THE USER BELOW TO THE SYSTEM, WITH IMMEDIATE EFFECT)**

Username: \_\_\_\_\_ Job Title: \_\_\_\_\_

User Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide ONLY email address created for you by your employer. We strongly recommend that you do NOT provide email addresses used by a group, or created by yourself for your personal use, such as under Gmail, Yahoo, Hotmail, etc. Using your personal email presents security risks to the company/business information, and personal email accounts may not be covered by your company's security policies.

**I CERTIFY THAT ALL THE ABOVE INFORMATION GIVEN ARE CORRECT AND TRUE**

First Name: \_\_\_\_\_

Official seal

Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**Notes**

- **Fees: Rs 300/additional Login ID exclusive of VAT.**
- Up to **3** Login IDs will be provided free of charge.
- To be filled by the authorised signatories as per Subscriber Account Registration Form and returned to the Customer Service Department on [customer.service@mns.mu](mailto:customer.service@mns.mu)
- The signed form must not be dated more than 14 days.

**I have read and acknowledge the [Privacy Notice](#) and I understand that all personal data shall be collected and processed in accordance with the Data Protection Act 2017.**

**MNS OFFICE USE**

User ID: \_\_\_\_\_

Date received: \_\_\_\_\_ Initial: \_\_\_\_\_

Date processed: \_\_\_\_\_ Initial: \_\_\_\_\_