

	PT. SUPERLAND BATAM ASSIGNMENT OF COMPANY EMAIL	Form No	: SLB-103-FM-IT-007
		Rev. No	: 01
		Effective Date	: 13 May 2025

Date Request :

PART 1 : REQUEST FOR COMPANY EMAIL – EMPLOYEE COLUMN	
Requestor	:
Badge ID	:
Position	:
Company	:
Department	:
CC	:
Contract details	:
Purpose :	

PART 2 : IT COLUMN
Assigned email address :
Important details :
Notes :

Requested by:	Acknowledged by:
Employee	Head of Dept./Operations Manager
Approved by:	Accepted by:
Management	IT