

☐ Rest N Go App Sdn Bhd	☐ Gintell (Thailand) Co Ltd	☐ Eracare Vietnam Co Ltd
☐ Gintell (B) Sdn Bhd	☐ Rest N Go (Singapore) Pte Ltd	☐ Eracare Philippine Inc
☐ Other Gintell Company (Please state) : _____		

Request By :

Staff Code : _____ Staff Name : _____ I/C No.: _____
 Staff Mobile No.: _____ Department.: _____
 Position: _____ Date: _____

For the Following matter (s) ; Please tick whichever box applicable

Creation New ID: ☐ MRS 3.0 System
☐ MRS 2.0 System

Existing ID: ☐ MRS 3.0 System
 Kindly provide email address (**MANDATORY** - under "gintell.com")

Note: if don't have email address under "gintell.com", fill in as "NO"

Accessibility Level FOR New OR Existing ID Creation:

☐ Operation Manager	☐ Admin Executive
☐ Admin Manager	☐ Area Executive
☐ Account & Internal Audit	☐ Marketing Admin Executive
☐ SPI	☐ Technician

Additional Access to Certain Reports, it's **MANDATORY and is subject to approval from the General Manager:**

☐ Sales Reports A :-	1. Sales Excel Report (daily)	
	2. Sales Excel Month Report	
☐ Sales Reports B :-	1. Daily Sale	4. Daily Team Target
	2. Monthly Sale	5 Team Target
	3. Daily Team Sales	6. Monthly Team Target]
☐ Online Sales Reports C :-	1. Wallet Transaction	4. Boost
	2. Wallet Balance	5 MolPay
	3. Third Party Order	6. FomoPay
☐ SPI Offline Collection Reports :-	1. Daily Collection	4. Collection Summary
	2. Location Daily Collection	5 Offline collection
	3. Location Monthly Collection	

Kindly provide a "VALID" reason for requesting additional access to certain reports

Is **MANDATORY to** provide a reason

Remark (Others):-

Prepared By : _____ Checked By : _____ Verified By : _____ Approved By : _____

Date : _____ Date : _____ Date : _____ Date : _____

For IT Depart Use	Received By _____	Date : _____	Remark : _____	
	Settled By _____	Date : _____	Remark : _____	