**Cmatis User Access Request Form**

Date: Tuesday, September 26, 2023

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| --- | --- |
| Project/ Application: | 🗹 Back office application 🞏 Front office Web based application |
| Description: | 🗹 New Account 🞏 Change of an existing account |
| Reason for request: | Business need |
| Validity: | 🗹 Permanent 🞏 Temporary: until: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ |
| First name: |  |
| Last name\*: |  |
| Identifier\*(User name): |  |
| Email\*: |  |
| Account Flag: | 🗹 Active 🞏 Inactive |
|  |  |
| Privilege(s)\*: | |  |  |  | | --- | --- | --- | |  | User Group | Name | | 🞏 | ADMIN | Administrator | | 🞏 | ADMINB | Administrator Backup (SC) | | 🞏 | BOESC1 | Back Office Executive (SC1) | | 🞏 | BOESC2 | Back Office Executive (SC2) | | 🞏 | BOESCB | Back Office Executive (SC-Backup) | | 🞏 | CLA | Client Account Access | | 🞏 | CO | Compliance Officer | | 🞏 | PBOE | Back Office Executive | | 🞏 | PBOESC | Back Office Executive (SC) | | 🞏 | PM | Portfolio Manager | | 🞏 | PMOA | Mid Office Approver | | 🞏 | PMOE | Mid Office Executive | | 🞏 | RESET | Reset Only | | 🞏 | RM | Relationship Manager | | 🞏 | RM\_RO | Relationship Manager (View Only) | | 🞏 | SADMIN | Super Administrator | |
| Remarks: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **\*Requested by:** |  | **Compliance Approval:** |  | **IT Approval:** |  | **CFO Approval:** |
|  |  |  |  |  |  |  |
| [Requester’s Head] |  | Head of Compliance & AML |  | IT Head |  | CFO |
| 26-Sep-23 |  | 26-Sep-23 |  | 26-Sep-23 |  | 26-Sep-23 |

**\*Implemented by: on / / 20 .**