

# Ministry of Information, Broadcasting, Telecommunications & Information Technology

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The Ministry of Information, Broadcasting, Telecommunications and Information Technology, in keeping with our new initiative to provide a centralized emailing and communication system for all employees, has implemented a new email system. Each Government Employee who requires access to the Government E-mail platform, must complete a request form (below), duly signed by their Permanent Secretary/Department Head.

Please note that the **Acceptable Use Policy**, which you must agree to, can be found at [http://www.ab.gov.ag/pdf/policies/policy\\_use.pdf](http://www.ab.gov.ag/pdf/policies/policy_use.pdf).

Please fill out the relevant sections in **BLOCK LETTERS** for the requested service.

<b>De-activation of Email Account &amp;/or Removal of License Request Form</b>	
Request Date:	Department Head:
Contact Tel:	Email:
Ministry/Division Address: _____ _____	
Type of Email Termination Requested: Individual: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Account Name: _____	
Reason for Request: _____	
Departmental: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Account Name: _____	
Reason for Request: _____	
*Please indicate and add any additional individual/shared emails to be deleted on the back of the form	
AUTHORIZATION: (Date stamp required)	
Department Head/P.S. Name: (Printed) _____	
Department Head/P.S. Signature: _____	
Official Use Only	
Effective Date: A/C Delivered/Collected: _____	Date Account(s) Deleted: _____