

STARS elodgment System
Application to Create Administrator/Duly Authorised Personnel Account

IMPORTANT : Please read the explanatory notes overleaf before completing the application form

Part A: Organisation Information	
Name of Organisation	
Organisation Code Assigned by SLA (if any)	
Organisation E-Mail Address	
Organisation Facsimile Number	
Name of Contact Person	
Telephone Number of Contact Person	
Part B: Administrator Particulars	
Name	
NRIC/FIN/Other ID	
Date of Birth	
Telephone Number	
E-Mail Address	
Part C: Duly Authorised Personnel Particulars	
Name	
NRIC/FIN/Other ID	
Date of Birth	
Telephone Number	
E-Mail Address	
Part D: Declaration	
I declare that I am authorised by the Organisation to make this application on its behalf.	
Name of Applicant	
NRIC/FIN/Other ID	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;"> <p>_____</p> <p align="center">Signature</p> <p>Date: _____</p> </div> <div style="width: 45%;"> <p>_____</p> <p align="center">Stamp of Organisation</p> </div> </div>	
Part E: For Official Use Only	
ID assigned to Administrator	
ID assigned to Authorised Personnel	
Name of Customer Service Officer	
Date of Creation	

General Notes to Applicants

- 1 This form is to be used to apply for the administrator or duly authorised personnel account
- 2 Each organisation can appoint up to 4 administrators. The role of the administrator is to manage the accounts of all the users of STARS elodgment for your organisation.
- 3 Each organisation can appoint only 1 duly authorised personnel. The duly authorised personnel will authorise the termination of the organisation or administrator's accounts.
- 4 Please send completed forms via email to STARS elodgment Helpdesk at stars.help@ibm.com
- 5 For clarifications, please call us at Telephone number: 800 101 4237 or email to STARS elodgment Helpdesk at stars.help@ibm.com