



To avoid delays, ensure that this form is completed clearly and accurately.  
Please email the completed form to [helpdesk@petrosa.co.za](mailto:helpdesk@petrosa.co.za)

\* Indicates required fields.

<b>A</b> <u>Request Type:</u> (Tick at least one category)*			
New Account (B, C, D, E, F, G, H, I, J)		Software (B, C, H, I)	
Modify Existing Account Details (B, C, D, E, G, H, I, J)		Hardware (B, F, H, I)	
Account Extention (B, C, G, H, I, J)		Telephony (B, F, H, I)	
Folder Access (B, D, H, I, J)		Family Name Change (B, I)	

<b>B</b> <u>Requestor Information:</u> (If requesting on behalf of another person, that person's details should appear in this section.)			
First Name *		Surname *	
Title *		Initials *	
Department *		Location *	
Job Title *		Employee No	
Tel No		Start Date	
Permanent OR Contractor *		If Contractor, * specify last day (d/m/y)	

<b>C</b> <u>Access to PetroSA IS facilities and applications:</u> (Tick applicable) It is the responsibility of every PetroSA employee/contractor to familiarise themselves and adhere to PetroSA's User Code of Conduct Policy. (IFS/PO/INF/017).			
GlobalPetroSA Domain & Internet Access		VPN Remote Access	
3 <sup>rd</sup> Party SFTP (Company name required)		PetroSA Email Address	
Windows Home Folder		USB Port Block exemption (Business Justification required)	
PI		SACO (Please complete Section H)	
LIMS		UNIX	
E-Room (Eroom name(s) required – no default)		New Ventures Documentum	
Bulldog (User group required – no default)		SAP Applications (Please complete Section G)	
AD Service Account (Name & justification required)		Mobile Device Enrolment	
Other Applications & required information below:			

<b>D</b>	<b>Network folder access:</b> Please note that access to ANY network folder requires the authorisation of the folder owner. (SECTION J – APPROVALS)	
	<b>Folder Locations:</b> (i.e. G:\Folder Name\Folder Name...)	<b>Tick applicable</b>
		<b>Read</b> <b>Read/Write</b>

<b>E</b>	<b>Membership of e-mail distribution lists:</b> Please specify full name of the distribution list. Only permanent employees will be added to the Global Internal Communications List by default	

<b>F</b>	<b>Infrastructure Services. (Tick applicable)</b> All first time notebook applications to have VP signature. (SECTION J – APPROVALS)					
	<b>Workstation</b>		<b>Notebook (permanent)</b>		<b>Notebook (loan, less than 1 month)</b>	
	<b>Move Desk</b>		<b>New Telephone</b>		<b>Network Point(s) required</b>	
	<b>Power point(s)</b>					
<b>Other Hardware below:</b>						

<b>G</b>	<b>SAP Access and Authorisations. (Tick applicable system(s)).</b>		
	IS will not configure additional transactions that result in a Segregation of Duties conflict. Specifying Authorisations “the same as” somebody else will not be accepted. Employee Self Service (ESS) is assigned to new users by default if SAP Production ticked. Creating or renewing SAP mitigations requires Group Compliance approval.		
	SAP Production	SAP Quality Assurance	SAP Development
	SAP BW Production	SAP BW Quality Assurance	SAP BW Development
	SAP Sandbox	SAP Fiori Production	SAP Fiori Quality Assurance
SAP Fiori Development	SAP Solution Manager		
<b>Access Requirements, Job Roles, Transactions, Mitigations etc. below:</b>			

<b>H</b>	<b>SACO Access and Authorisations. (Tick applicable Role(s)).</b>		
	All SACO access requires administrator approval. (SECTION J – APPROVALS)		
	Systems Admin	Payroll Admin	Systems Support
	Security Supervisor	Security Badging	Visitors Permits
Supervisor	Audit		
<b>Cost centre(s) and any other requirements below:</b>			

<b>I</b>	<b>Additional requirements &amp; Family Name Change</b>	
For a family name change, please specify old and new names. Your network username, email address and any SAP usernames will ALL be changed. The requestor <b>MUST</b> inform HC.		
Requestor's Signature: *		Date
PetroSA's Manager's Full Name & Signature: *		Date

\* Indicates required fields.

<b>J</b>	<b>Approvals.</b>		
<u>VP Approval for new notebooks (if applicable):</u>			
Name	Position	Signature	Date
<u>Folder Owner Approval (if applicable):</u>			
Name	Position	Signature	Date
<u>Group Compliance Approval (if applicable):</u>			
Name	Position	Signature	Date
<u>SACO Approval (if applicable):</u>			
Name	Position	Signature	Date