portal access request form for REGISTERED user

Notes for completing this form:

1. You will need to tick the boxes in the table below to access the different modules.

2. This form must be signed by the Senior Executive Function holder, Authorised Signatory, Director/Member of the QFC firm.

3. The registered user can be linked to more than one (1) firm.

4. Each form is only for one user. If you wish to assign another user, please fill out another form.

4. Failure to complete required fields will cause delays in processing your request.

REGISTERED USER contact details

|  |  |
| --- | --- |
| full name of REGISTERED USER:  | telephone: |
| email address: | mobile : |
| company name: |

assigned modules

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| name of assigned firm(s) | immigration | cro | licensing | legislation& compliance | tax | facilities\* | IT\* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*Only for tenants of QFC Tower 1 and Tower 2.

we, as the Senior Executive Function holder, authoriSed signatory and director/member of a QFC firm, approve the REGISTERED user identified above to be granted access to the qfc Portal for the assigned firm(s) and modules.
he/she is authoriSed to make submissions on behalf of the firm to assigned QFC departments.

AuthoriSed signatory senior executive function holder director/member

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ print name\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ firm name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ firm name\_\_\_\_\_\_\_\_\_\_\_\_\_\_

