Form 002

ACCOUNT UP/DOWN GRADE REQUEST

To be filled by the customer

1. (a) Full Name of the customer or Company

(b) NIC / Passport /BR No.

2. Address

3. Contact Phone No. Fax No.

4. Customer Account No.

5. Present Package E-mail ☐ Regular ☐ Premium ☐ Business Basic ☐ Business Plus ☐

6. New Package E-mail ☐ Regular ☐ Premium ☐ Business Basic ☐ Business Plus ☐

7. Existing/Required Accounts

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Existing/Required Accounts

Main

……..
Signature of customer

Office Use

Date OIC/Sys Adm Please Up/Down Grade. …… OIC/ICS	Date OIC/TBR Up/Down Graded in servers. Please Up/Down Grade in TBR. …… OIC/Sys Adm
Date OIC/ICS AccountUp/Down Graded. Please inform customer. …… OIC/TBR	Date Database updated, customer Informed. …….. OIC/ICS