**REQUEST FORM FOR PASSWORD RESET**

1. **Please type in the required information (Do not hand-write).**
2. **Print as PDF and email the signed form to** [**customeradmin@crimsonlogic.com.sg**](mailto:customeradmin@crimsonlogic.com.sg)

***\*Mandatory Fields***

|  |  |  |
| --- | --- | --- |
| **Company Name\*:**  **User ID / Login ID\*:**    To reset password for:  **PAT  PSS-INLIS  InteReq  ACCESS  Others:**  **Reason for Password Reset\***:   |  |  | | --- | --- | |  | Forgot Password  Others, please specify: |   **The new password will be sent to you via your registered email address.** |

**I have read and agreed to the Terms & Conditions for Password Reset.**

|  |  |  |  |
| --- | --- | --- | --- |
| User Name**\*** |  | Company Stamp**\*** |  |
| Signature**\*** |  | Date (dd/mm/yyyy) **\*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FOR OFFICIAL USE ONLY** | | | |
| Name |  | Remarks |  |
| Signature |  | Date (dd/mm/yyyy) |  |

**Terms & Conditions**

1. In requesting a password reset, the user and the company whose name appears on the form would assume all responsibility for risks associated with the request, receipt, security, and use of the new password.

CrimsonLogic shall:

1. not be obliged to verify the identity or authority of the person receiving, or using the said password, or otherwise purporting to do so on the user’s behalf.
2. be further entitled to rely on the information provided in this form as to the manner and contact particulars to which the password is being issued by CrimsonLogic.
3. The user and the company shall in any event be liable for all charges and usage under the said password issued and CrimsonLogic shall not be enquired to whether any such use has been authorized by the user. By signing this form, the user and the company confirms acceptance of the above terms.
4. CrimsonLogic will process the Password Reset within 2 (TWO) hours from the time of receipt of a completed Password Reset Form. The New Password will be sent to you via your registered email address.

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