Islamic Republic of Afghanistan
Ministry of Finance
Afghanistan Revenue Department

SYSTEMS ACCESS REQUEST FORM

ARD Systems Directorate

Change Request Number:		Request Date:	
USER INFORMATION *(Should be filled by User)*			
Full Name:		Designation:	
Dep/ TC/ Org:		Submit Date:	
Mobile Number:		MoF/ Off. Email:	
EMPLOYMENT INFORMATION			
Permanent		Contractual	
Temporary		From : To :	

SYSTEMS ACCESS *(R = Read, U = Update and D = Delete)*

1. portals

E-Filing

Taxpayer	[R U D]		

Task Management System (TMS)

Administrator	[R U D]	Task Tracker	[R U D]
Assign Task	[R U D]	Change Password	[R U D]
Task Dashboard	[R U D]	Administrator & Tracker	[R U D]

TAIS

Administrator	[R U D]	Sub-Director	[R U D]
Office Employee	[R U D]	Officer Manager	[R U D]

RMIS

Administrator	[R U D]	Data Entry	[R U D]
Report	[R U D]	Analysis and block	[R U D]

SIGTAS Apps   **MIS**   **Value Added Tax (VAT)**

Others ………………………………………………………………………………………………

2. Database *(only for technical, Systems Developers, and Another Technical department)*

E-Filing Database   Task Management System (TMS) Database   TAIS System Database

RMIS Database   MIS Database   VAT System Database

Others ………………………………………………………………………………………………

Type of access at database level

Select Only   Select and update Only   Select, Update and Delete

3.Servers

Live SIGTAS Server(s)   Live E-Filing Server(s)   Task Management System Server(s)

RMIS Server(s)   MIS Server(s)   VAT System Server(s)   TAIS Server(s)

Other Servers: Please Specify**………………………………………………………………**

Term and Conditions: This form is for official use within ARD only and considered as legal agreement between Systems users and ARD. Systems users are responsible to ensure that the confidential system Information's mentioned in this and any attached document are not disclosed, posted or transmitted. Systems are accessible from local network only, accessing them from outside or accessing them via VPN (proxy) installed in user's computer or browser is not allowed.

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Password Policy: Password policies include but not limited to below.

1. Systems users have to use strong password, it must be at least 5 characters long.
2. Password should not contain any of your personal information like name, user or organization, department name or common acronym or word.
3. Never expose your systems passwords over the telephone, email or internet.

Line Manager Responsibilities: Line managers are responsible to immediately and officially inform System Department of ARD in any of below situations.

1. Employee's resignation, termination or transfer.
2. If employee is not present at work for more than 10 days.
3. Employees left job without any previous notification.

☐ I carefully studied all the terms and conditions mentioned above and agree on them.

Step A: Authorization

Authorizer	Name & Title	Date	Signature
Requester			
Line Supervisor			
Line Manager			

VERIFICATION BY BA TEAM *(Only for operational workflow)*:

☐ Accepted   ☐ Rejected   ☐ Deferred

Comments: Based on the nature of job (Post Name) access to ( ) read, ( ) update and ( ) delete roles is recommended.

Name: **Position**   **Date**   **Signature**

Step B: Approvals

Approver	Name & Title	Date	Signature
ARD System Director			

Note: *For full SIGTAS, sensitive and special rights, Director-General ARD approval is required.*

Director-General ARD Signature	

Step C: *For Administration Use only.*

System-Admin	Name & Title	Date	Signature
Access Given by			