

General Instructions to use the form

- Clearly write/type the information in the relevant field.
- The form shall be filled by the LGN Coordinator at the Government Organization.
- The filled form shall be authorized by the Head of the Government Organization with the inclusion of the official stamp and the signature.
- Filled form shall be sent to LGII helpdesk using the following methods:
 - Emailing a scan copy of the filled form using a Government email account to helpdesk@noc.gov.lk
 - Sending the filled form through fax to 0112 680993
 - By post to Lanka Government Information Infrastructure, 3G-17, BMICH, Colombo 07.

Government Organizations shall use this form to request LGN modifications for a given internet access user account. **Note: Fields mark with * are mandatory.**

1. Government Organization*			
2. Address*			
3. Name*			
4. National ID Card Number*		5. Email Address	
6. Access Modification Type*	☐ Change in allocated internet quota ☐ Change in division/department ☐ Change of office location ☐ Password reset ☐ Change of Profile (i.e. given name, designation, grade)		
7. Modification Details			

**LGN INTERNET ACCESS
ACCESS MODIFICATION FORM**

Form No: LGN/FRM03

Effective Date: 01-Nov-2017

8. Review by LGN Coordinator	Name and Designation:	Signature:	Date:
9. Authorization by Head of the Organization	Name and Designation (Official stamp) and Signature:		Date:
To be filled by LGII	Form Received on: Received by:	Authorization for creation:	