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| * Fill the form, Print it, Get it approved by Requestor’s Manager / HOD, Scan it and Send it to [**GetIT@ril.com**](mailto:GetIT@ril.com) * The request service will be provisioned within 1 Day (Provided required approvals are in place) * User will get E-Mail notification once the service provisioning is done. * **SSL VPN Service is at present supported ONLY on Windows Operating System (XP & onward versions) with Internet Explorer 6 & above.** * Please refer SSL VPN Service Access Policy \* * For any query, please email to [**GetIT@ril.com**](mailto:IDC.Operations@ril.com) |

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| 1. **USER INFORMATION FOR SSL VPN SERVICE (To be Requested by Reliance Employee only)** | | | | | | | | |
| REQUEST DATE |  |  |  |  |  |  | OFFICE LOCATION |  |
| GROUP COMPANY NAME |  | | | | | | BUSINESS GROUP |  |
| USER NAME |  | | | | | | | |
| **USER’S .IN DOMAIN ID** |  | | | | | | | |
| USER’S PHONE |  | | | | | | EMAIL ID (USER) |  |
| USER’S MANAGER NAME |  | | | | | | EMAIL ID (MANAGER) |  |
| USER’S HOD NAME |  | | | | | | EMAIL ID (HOD) |  |
| SSL VPN SERVICE WILL BE ACCESSED FROM | COMPANY OWNED / MANAGED LAPTOP OR DESKTOP  RIL OFFICE / SITE WITHOUT INTRANET CONNECTIVITY  WAREHOUSE  GUEST HOUSE  VENDOR SITE  HOME PC / LAPTOP | | | | | | | |
| JUSTIFICATION FOR ENABLING SSL VPN SERVICE |  | | | | | | | |

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| 1. **APPLICATION ACCESS REQUEST FOR** | NEW  ADDITIONAL ACCESS  RENEWAL |

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| 1. **INTRANET APPLICATION(s) ACCESS CATEGORY** | | | |
| **(USER TO PROVIDE APPROVAL OF RESPECTIVE APPLICATION OWNER FOR WHICH ACCESS IS REQUIRED)** | | | |
| **SERVER IP** | **PORT NO**  **(TCP/UDP)** | **APPLICATION NAME**  **(Eg:- SAP/RDP/HTTP)** | **JUSTIFICATION** |
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| **\*** **SSL VPN SERVICE ACCESS POLICY** |
| * SSL VPN Access to RIL computing resources will be allowed strictly on need to know basis. This service is not available by default as a general privilege. |
| * It is the responsibility of User having SSL VPN privileges to ensure that unauthorized users are not allowed access to Reliance Corporate Network. Users will be solely responsible for all the acts done by using the SSL VPN facility. |
| * End User’s computing resource connected to Reliance Corporate Network via SSL VPN **MUST** have **Antivirus Software** with latest updates (Updated in Last 7 days). |
| * **For NON .IN Users**   + SSL VPN Access is **valid only for 6 months**.   + It is responsibility of the respective User to **Re-New** their SSL VPN Access by re-processing SSL VPN Service Requisition Form with required approvals every **6 months**.   + IT has the right to revoke the SSL VPN Service on completion of the above mentioned duration without prior intimation to end user. |
| * E-mail Archival using MS-Outlook Client / Thunderbird Client / Lotus Notes client is not permitted through SSL VPN Service. |
| * Access speed / Performance issues on Internet connection are entirely depend on Internet Bandwidth availability at User’s system and IT is not responsible for troubleshooting & fine-tuning it. |

I have read the above-mentioned terms & conditions for SSL VPN Service Access and I will abide by the same.

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| **Requestor’s Signature** | **Approver’s Signature**  **( Requestor’s Manager / HOD)** |