



To enable access to internal SMTP relay fill this form. Relay access for 'Test period' is provided only for 1 week effective from the date of implementation of relay access. Email the scanned copy of the completed form to Getit@ril.com. To enquire about status/ queries/ issues regarding this form please contact GetIT Helpdesk on tel. no. 91-22-44774357 or email to GetIT@ril.com

NOTE: All fields over the form are mandatory.

| | | | | | | | | | | | | |
|-----|---------|------|-----|-----|--|-------|---|---|---|---|---|---|
| ISR | IO / IE | 2012 | M M | D D | | Date: | D | D | M | M | Y | Y |
|-----|---------|------|-----|-----|--|-------|---|---|---|---|---|---|

Requestor's Details

| | | | |
|-------------------------|--|---------------|--|
| Requester's Name | | | |
| Requester's Email ID | | Location | |
| Business Unit | | Group / Dept. | |
| Requester's Tel | | Mobile No. | |
| Requester's Manager | | Mail -id | |
| Requester Manager's Tel | | Mobile No. | |

System Details (pls 'X' mark whichever applicable)

| | | | | | | | | |
|--|--------|--|---------------|--|----------------|--|-----------------------|--|
| Select type of system | Server | | MFP (Printer) | | Digital Sender | | Other (H/w appliance) | |
| System /Application details | | | | | | | | |
| O.S. (if applicable) | | | | | | | | |
| IP address | | | | | | | | |
| Brief description of why SMTP relay required | | | | | | | | |

Relay details (pls 'X' mark wherever applicable)

| | | | | |
|---|----------------------------|--|---|---|
| Destination mail domains | Internal mail domains only | | Internal & external mail | |
| Relay required for | Test period (*) | | Temporary period (**) | Permanent |
| Period applicable (if temporary) | From : | | To : | |
| Mail Originator (RIL /NON RIL Users) | | | Department:- | |
| Mail Recipient (RIL /NON RIL) | | | Department:- | |
| Outgoing mail flow | Average / Day :- | | Maximum : - | |
| Attachment size (if any) | Per mail : - | | Per day : - | |
| Attachment Format (e.g. .pdf / .doc / html) | | | Type of Mails: (Select appropriate) | Notification <input type="checkbox"/> Alerts <input type="checkbox"/> Customer Queries <input type="checkbox"/> Specify if Other - |

Business Impact (pls 'X' mark whichever applicable)

| | | | | | | |
|---|-------|--|-------------|--|-------|--|
| Severity | Minor | | Significant | | Major | |
| Brief description of system architecture & business criticality | | | | | | |



| Approvals | | | |
|-----------------------------------|------|-------|-----------|
| | Name | Title | Signature |
| Requestor | | | |
| Application owner | | | |
| Head / manger for the application | | | |

| For Internet Team | | | |
|--------------------|------|-----------|------|
| | Name | Signature | Date |
| Request checked by | | | |
| Verified OK by | | | |
| Relay added by | | | |

| Notes (for internal use) |
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