



## USB Access Request on Local System

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Prohibit the granting of USB Access to users without documented need. USB Access are prohibited in areas subject to high risk or subject to additional regulations or standards.

I need USB Access for the following reasons (Check all that apply):

- Copying OF Data from External Drives (Read Only)
- Transferring of data to external drives (Read/Write)

User Name:	<input type="text"/>	Signature:	<input type="text"/>
Designation:	<input type="text"/>	Department:	<input type="text"/>
Purpose:	<input type="text"/>		
HOD:	<input type="text"/>	Signature:	<input type="text"/>
Approval Authority(MD):	<input type="text"/>	Date:	<input type="text"/>
IT Approval:	<input type="text"/>	Signature:	<input type="text"/>

List the name(s) & type (laptop, desktop) of the computer (s) that USB Access are being requested for:

*(The name of an existing Windows computer can be located by clicking Start -> Control Panel -> System and looking under the "Computer name:" area of the screen.)*

### USB Access Rights Agreement

In order to perform my job duties and fulfill my responsibilities to KOSO India Pvt. Ltd., I need a USB Access on my company issued system. I request to kindly enable USB access on the systems listed above. The company has issued these systems to me and I am the primary user and custodian of these assets. I understand that this access allows me to copy and transfer any data and I must confirm the authenticity of this access.

By signing this application, I acknowledge that I have read the KOSO India Pvt. Ltd. Policies, and agree to abide by the rules and regulations that apply.