**Financial System Management Unit**

*Finance Division, Ministry of Finance*

*Government of Bangladesh*

***iBAS++ USER REGISTRATION FORM***

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| ***To be completed by User (Applicant)*** |
| Full Name (English): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Full Name (Bangla): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title / Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Preferred Login ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Office Code and Name\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | National ID No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Applicant* | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| User Role: DDO Accounts Office  |  |
| Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Title/Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Supervisor* | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***To be completed by FSMU*** |
| Group: Accounts Ministry Budget Dept. Budget FD Budget Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Allotted ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Created by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date Created: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| User informed and verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date Informed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\* Please write the Level 2 and 3 code, along with the name of the office

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| USE OF THIS FORM |
| The purpose of this form is to register all users that require access to Integrated Budget and Accounting System (iBAS++). All users who need to use iBAS++, including the budget preparation, accounting or budget execution, must complete this form.The information submitted will be used to build an accurate account of all those officers and staff accessing iBAS++as to maintain system security.No user will be granted access without having completed the information requested overleaf, and having had their application approved by their office supervisor. |

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| CONDITIONS UNDER WHICH APPLICATION IS APPLIED FOR AND IS GRANTED |
| I (*the applicant named overleaf*) declare that the information given is correct and I agree to comply with all requirements or any other reasonable conditions that may be imposed by the FSMU in respect of iBAS++ access.I (*the applicant named overleaf*) acknowledge that all information of iBAS++ is confidential and unauthorised disclosure, falsifying, damaging or any misuse is an offence. |
| If approved, as an authorised user of iBAS++ you agree to:* Keep secure and not disclose to another person the unique user identifier (User Id) and password allocated to you;
* Only use the User Id/password to access data in the system that pertains to your role/designation;
* Notify the FSMU if you suspect that the security of your User Id/password is in any way compromised;
* Notify the FSMU if you gain access or otherwise receive data that does not pertain to your role/designation;
* Not falsify or damage any record or information stored in the system or breach any other security procedure;
* Not copy or distribute system data or applications to any person, machine or media, unless otherwise authorised;
* Notify the FSMU, if you:
	+ Change your current post;
	+ Change the address or location of your normal place of connection;
	+ Change any other information submitted overleaf.
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