

Authorisation/Deauthorisation of Personnel to Access SP eBusiness Portal

Table 1 - Authorised Personnel (New and Existing)

S/N	Name	Designation	Mobile No	Email Address
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Table 2 - Authorised Personnel To Remove

S/N	Name	Designation	Mobile No	Email Address
1				
2				
3				
4				
5				

Please keep the original copy of your company's authorisation form and use it to update the list of authorised personnel by adding/deleting their names in Table 1/Table 2. SP Group will maintain only the latest copy of your company's authorisation form.

I/We hereby authorise the personnel listed in Table 1 to create user accounts under my/our company's vendor number and have access to works orders/installation orders issued to my/our company, and/or deauthorise the personnel listed in Table 2.

Signature:

Company Stamp:

Name:

Vendor No⁽¹⁾:

Designation:

Date:

Note⁽¹⁾: Your 6-digit vendor number can be found in the works orders/installation orders issued to your company.