

Shared Mail Box Management Form

Requester's Name & Designation: _____

Shared Mailbox ID: (e.g IT@habib.edu.pk) _____

Shared Mailbox Title: (e.g IT Department) _____

Terms & Conditions:

I, in my individual capacity as well as part of the shared mailbox agree to the following terms and conditions.

I/We will not:

1. Individually or publicly, send the message, which is offensive in nature.
2. Individually or publicly, send the message, which is personal in nature
3. Express personal or group view and opinions, which are not official in nature.

HR is only entitled to send the farewell/birthday/obituary messages.

Member and respective department head both are mutually responsible for the correspondence send through shared mailbox. Violation may subject to disciplinary action.

Name

Signature

1-	_____	_____
2-	_____	_____
3-	_____	_____
4-	_____	_____
5-	_____	_____

Authorize by HOD/Director (Name & Signature): _____

Activation by (IT Dept. Name & Designation): _____

Activation Date: _____