



**People's Republic of Bangladesh**  
**iBAS++ User Registration Form**  
(Only for Primary School Teacher Related Data Entry)

**To be Completed by User (Applicant)**

Full Name (English)													
National Id No							Date of Birth						
Email Id							Cell Phone No						
Title/Designation													
Office Name													
Office Code (13 Digit)													
Signature (Applicant)							Date						

**To be Completed by UEO/TEO**

Supervisor Name (UEO/TEO)													
NID No.													
Cell Phone No.							Supervisor's Signature & Seal						
Email Address													

**To be Forwarded by Directorate of Primary Education**

Officer's Name							Officer's Signature & Seal						
Rank/Designation													
Section/ Branch													

**To be Created by iBAS++ Support Team, Finance Division**

Allotted User Login Id													
Created By (on behalf of FSMU)							Date of Creation						

**NB. (1) This form is applicable only for data entry user.**

**(2) For any queries please contact PEMSP Helpdesk: Tel. 8391131-32, at 25, Segunbagicha (2<sup>nd</sup> Floor, UCEP Cheyne Tower), Dhaka.**

### 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, 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 required overleaf, and having had their application approved their controlling authority.

### 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 competent authority in respect of iBAS++ access.

I (the applicant named overleaf) acknowledge that all information of system is confidential and unauthorized disclosure, falsifying, damaging or any misuse is an offence.

Applicant's Signature : \_\_\_\_\_

#### **If approved, as an authorized 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 or otherwise receive data that does not pertain to your role/designation.
- Notify the system admin if you gain access or otherwise receive data that does not pertain to your role/designation.
- Notify the system admin if you suspect that the security of your User Id/Password is in any way compromised.
- Not copy or distribute system data or applications to any person, machine or media, unless otherwise authorized.
- Notify the system admin, if you:
  - Change your current post
  - Change the address or location of your normal place of connection
  - Change any other information submitted overleaf