National Centre for Information Technology
64,Kalaafaanu Hin'gun, Male', Republic of Maldives

ނیشަނަލް ސެންٹަރ ފۯ އިންފޯމޭشަން ٹެކْنۯلۮجِی
64، ކَلَؤَفَّانُ ހِنْگُن، ދِވެހِިرَاجْجَے

E-GOVERNMENT ADMINISTRATOR DETAILS

Organisation Administrator Details	
Full Name *(As in ID Card)*	
Job Title	
Record Card No.	
ID Card No.	
ID Card Serial No. *(At the back of ID card)*	
Date of Birth *(DD/MM/YYYY)*	
Mobile No.	
Email Address *(Password and associated emails will be sent to this Email address)*	

Organisation Details	
Organisation Name	
Department/ Section/Unit	
Office Tel No.	
Fax No.	

Account Details	
User ID Option 1 : Option 2 : Option 3 :	
Note: The User ID can be any name defined by the user provided that no other user has already used that ID. This will be a common user ID issued to the individual and not for the organisation and that the same ID (once issued) would be used in the Citizen and Business portal.	

Account Type	☐ GO Administrator *(Government Organisation Administrator)*	☐ GEMS Admin *(Government e-letter Management System Administrator)*
Note: After authorising, please strike though the unselected options.		

Declaration
I _____ hereby declare, that the above information are true and correct to the best of my knowledge. I also affirm to abide by the laws and regulations of the Government of Maldives and agree not to carry out any illegal activities or misuse of resources using the e-Government service(s). In case any of the above agreed, are contravened, I fully understand that the administrator account is liable for termination. _____ *(Applicant Signature)*

Account Creation Approval	
Authorised By	
Designation	
_____ *(Signature/stamp)*	
Note: 1. Authorisation for creating admin accounts should be provided by the head of the organisation or the Permanent Secretary. 2. If any of the details requested above is missing, the form will not be accepted. 3. If the National Identity Card expires within 3 months from the date of submission, the form will not be accepted.	

Roles and Responsibilities of each Role

Roles	**Main Responsibilities**
GO Administrator	The GO Administrator will have the access to create, update, lock/unlock and Activate/deactivate user accounts within the organisation. With the necessary approval process in place, the GO Administrator will also be responsible for maintaining the organisation structure of the office in the e-Government system. GO Administrator should ensure that all the users within the organisation are able to access Government portal.
GEMS Administrator	GEMS Administrator is the person assigned to administer and maintain all mails, mail cases and dispatcher lists of the organisation.