

AUTORIDAD DEL CANAL DE PANAMA

EVTMS ACCESS REQUEST

(See instructions on the back of this form)

SECTION 1 - Requested Action (choose only one)

Create user ID

Update additional information

Deregister user ID

SECTION 2 - General information

1. Company's legal name: _____ 2. Company code: _____

3. Legal representative's name: _____
(First name, last name)

4. Identification number: _____ 5. Nationality: _____
(cedula or passport number)

6. Gender: Male Female

SECTION 3 - Additional information

7. Position/title: _____

8. Address: _____

9. Telephone number: _____ 10. Fax number: _____

11. E-Mail address: _____ 12. P. O. Box: _____

13. Amount of terminal's required: _____

SECTION 4 - EVTMS role information

14. Reason for access:

15. Requested role (choose only one): Agent Other: _____

SECTION 5 - Organization's authorization information

16. Name of requestor/ Company's representative: _____
(First name, last name)

I certify that, to the best of my knowledge and belief, the above information is true and correct

17. Signature _____
Company's representative

18. Date of request: _____
(dd/mm/yy)

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INSTRUCTIONS TO COMPLETE THE FORM:

- This form allows for any of the following options:
 1. Create a new user ID or user name for a customer or agent account in EVTMS.
 2. Change roles or contact information for a previously created user ID.
 3. Deregister user

- In Section 1 of the form, you should only select one of the three available options. Depending on which one you select, you may or may not have to fill remaining sections:
 1. Create User ID. You need to fill all remaining sections (2, 3, 4 and 5).
 2. Update (User ID) additional Information. You must fill section 2 and 5. Depending on your need, also select section 3 or 4 to enumerate only the changes requested.
 3. Deregister User ID. You need to fill section 2 and 5.

- All available fields in sections are numbered to ease its identification. There are a maximum of nineteen fields that any user might have to complete before submitting the form.
 1. Company's legal name: Name of the organization in which contract will be issued and has a commercial relationship with ACP.
 2. Company code: Code provided by ACP when the company was registered with the ACP.
 3. Legal representative's name: First name followed by last name of the person who will sign the contract.
 4. Identification number: In case a passport is not available, the legal representative might present his/her driver's license number. Panamanian citizens shall provide cedula number.
 5. Nationality: Country where the representative was born.
 6. Gender: Put a cross or check mark in one of the available boxes.
 7. Designation: Position title of the legal representative.
 8. Address: Complete location of the company.
 9. Telephone number: Include applicable area code.
 10. Fax number: Include applicable area code.
 11. E-Mail address: Electronic mail address whereby the legal representative can be contacted. The address must follow standard Internet format, detailing user and domain (user@domain.com).
 12. P. O. Box: Complete detail to be able to receive your invoice & bills through the mail.
 13. Amount of terminal's required: The exact amount of computers on which you will have EVTMS installed. (Each computer/terminal has a cost)
 14. Reason for your request: Your primordial reason for requesting access to the system.
 15. Requested role: Only one of the two available options should be selected by filling with a cross or check mark.
 16. Name of requestor: First name, followed by last name of person who is requesting the contract.
 17. Signature: Signature of name of requestor (field 16).
 18. Date: Date of request in day/month/year format.