**APPENDIX 13E**OCT 2022

# REQUEST FOR LFIS, GFIS, LAS WEB ACCESS DEFINITION, RENEWAL, OR TERMINATION

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| ADB Logo 25mm | **Request for LFIS / GFIS / LAS Web** **Access Definition / Renewal / Termination****Website: https://lfis.adb.org****Instructions:**1. A separate form must be filled out for each applicant.
2. An **AUTHORIZED LOAN / GRANT SIGNATORY** must sign the form.
3. Request details must be typewritten.

**Important:*** The access to LFIS / GFIS Web is **valid for 1 year**.
* Notify Systems Support Group promptly if there is a need to **revoke access due to resignation, staff movement, etc.**
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| --- | --- |
| DATE: | dd/mm/year |
| TO: | ASIAN DEVELOPMENT BANK6 ADB Avenue, Mandaluyong City 1550 Metro Manila, Philippines |
| ATTENTION: | WebmasterSystems Support GroupController’s DepartmentEmail: LfisGfisLas@adb.org |

Indicate a request type:

[ ] **New** [ ] **Access Renewal** [ ] **Termination**

Completely fill out the following access details:

 **User Details**

|  |  |
| --- | --- |
| First Name [ ] Mr. [ ] Ms. |  |
| Last Name |  |
| Email Address |  |
| Organization or Executing Agency Name |  |
| Address |  |
|  |  |
|  |  |

**Access Details**

Fill this out only if request is for **New Access** or **Access Renewal**

Indicate the applicable box:

[ ] LFIS Web [ ] GFIS Web [ ] LFIS and GFIS Web [ ] LAS Web

[ ] LFIS and LAS Web [ ] LFIS, GFIS, and LAS Web

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1. Select the level of access. Indicate the applicable box.

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|  [ ] **Country Level** (can view loans and grants under the county portfolio) This must be signed by an authorized signatory from the finance department or ministry.[ ] **Executing Agency Level** (can view loans and grants under specific state, province, organization, or executing agency name) Access request under a specific state, province, or organization must be signed by an authorized signatory from the finance department or ministry.  Access request under an executing agency must be signed by an authorized signatory from the finance department or ministry, or the executing agency. [ ] **Specific Loan or Grant** (can view specific loans and grants) This must be signed by an authorized signatory from the finance department or ministry, or the executing agency. |
| **Loan / Grant No.** |  | **Project Name** |
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|  (Attach a separate sheet if there are more loan and/or grant records requested)   |
| **Authorized by:** |
| Signature over Printed Name of Authorized Signatory |
|  |
| Name of Borrower / Recipient or Executing Agency |

Notes: The display of loan or grant data and downloading of reports will depend on the access. The Loan and Grant Financial Information Services (LFIS/GFIS) website displays ***active*** loans and grants; the LAS Web displays ***all*** loans.