



**THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR**  
**THE OFFICE OF TREASURY REGISTRAR**

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P. O. Box 3681

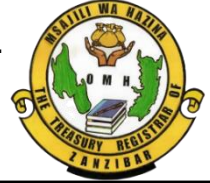


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**USERS REGISTRATION FORM FOR OTRMIS**

**SECTION A: BASIC INFORMATION**

Employee Full Name: .....

Name of the Institution .....

.....

Email Address: ..... Phone Number: .....

**1. Requested Role :( Tick(√) Most appropriate Role)**

<sup>1</sup>ADMIN

<sup>2</sup>OTRA

<sup>3</sup>PSCA

<sup>4</sup>OTRU

<sup>5</sup>FARSU

<sup>6</sup>BMSU

<sup>7</sup>PSCU

<sup>8</sup>ADC

<sup>9</sup>ADV

<sup>10</sup>QDC

<sup>11</sup>QDV

<sup>12</sup>OU

<sup>13</sup>BMSA

<sup>14</sup>FARSA

**2. Requested Action: (Tick(√) Most appropriate Role)**

Create New User

Block Existing User

Modify Existing User

Requestor's Signature: .....

Date: .....

**SECTION B: MANAGEMENT APPROVAL:** (To be filled and stamped by Employer /Accounting Officer)

*I declare that the above named requestor is an employee in our Institution/Organization and is eligible/not eligible for OTRM system access.*

Name: ..... Signature: .....

Date: .....

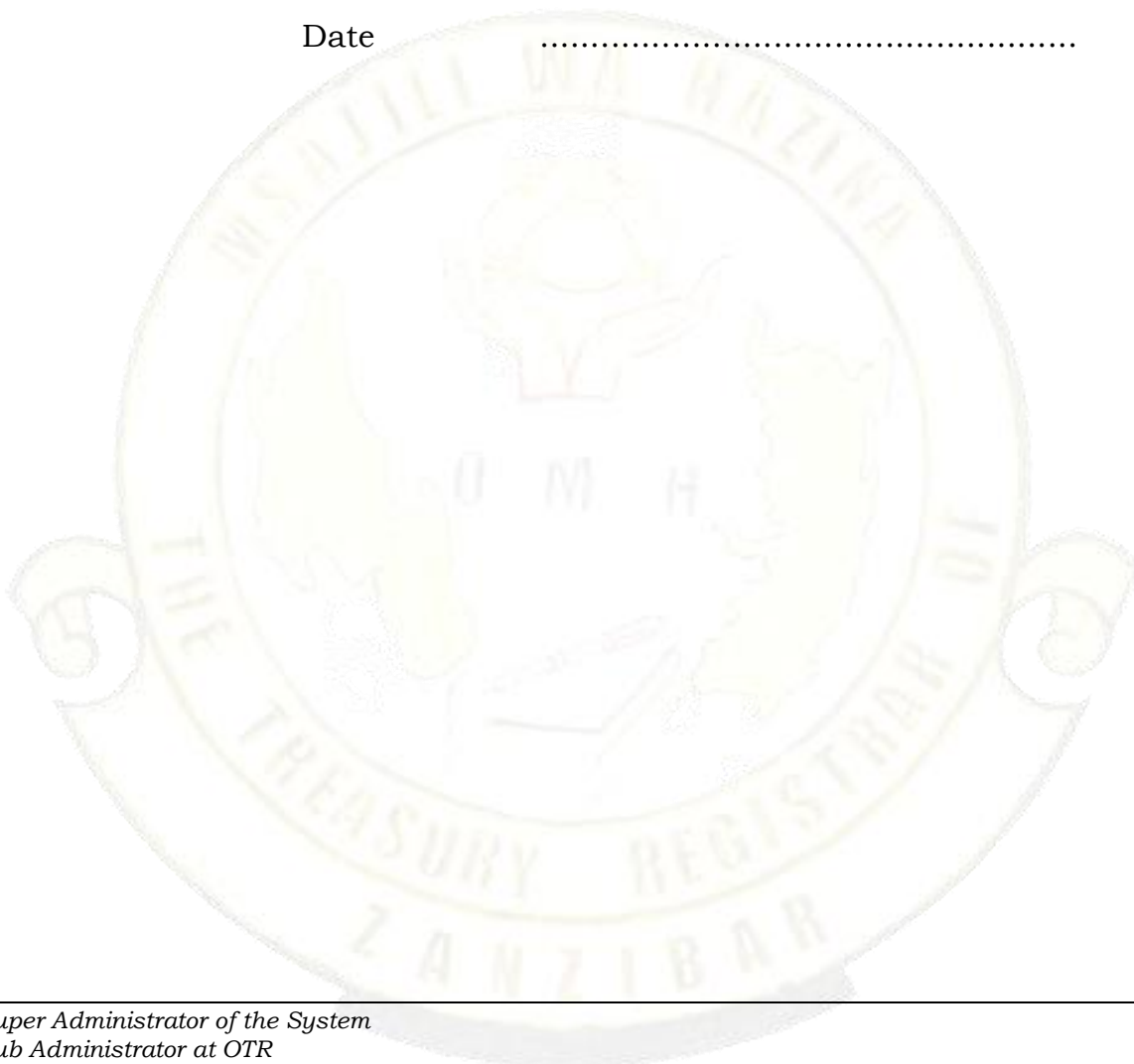
**Note:**

*This form shall be;*

- Filled by the requestor,
- Approved, signed and stamped by the Employer.
- This form shall be filled and submitted to the OTR

**SECTION C: FOR OTR/PSC/MI ADMINISTRATOR USE ONLY**

- 1. Assigned Username .....
- 2. Role Granted/Given Role .....
- 3. Date Created .....
- 4. Created by: Name .....
- Signature .....
- Date .....



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<sup>1</sup>Super Administrator of the System  
<sup>2</sup>Sub Administrator at OTR  
<sup>3</sup>PSCA: Sub Administrator at PSC  
<sup>4</sup>All users of OTR with view Privilege  
<sup>5</sup>OTR with all Privilege for FARS and add/edit/delete privilege on Entity (PSC) and PSC Investment  
<sup>6</sup>OTR with all Privilege for BMS and add/edit/delete privilege on Entity (PSC) and PSC Management  
<sup>7</sup>All Users of PSC with View privilege  
<sup>8</sup>PSC users who can add data for Audited Report  
<sup>9</sup>PSC users who can verify data for Audited Report  
<sup>10</sup>PSC users who can add data for quarterly reports  
<sup>11</sup>PSC users who can verify data for quarterly reports  
<sup>12</sup>All users from other Government Entity i.e state house, Ministry, etc  
<sup>13</sup>Users with all privilege for MBS and verify privilege on entity and PSC Management  
<sup>14</sup>OTR users with all privilege for FARS and verify privilege on Entity and PSC Investment