THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR
THE OFFICE OF TREASURY REGISTRAR

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USERS REGISTRATION FORM FOR ZGAMIS

SECTION A: BASIC INFORMATION

Employee Full Name: ………………………………………………………………………

Name of the Institution ……………………………………………………………………

……………………………………………………………………………………………………

Email Address: ……………………………   Phone Number: …………………………

Payroll Number: …………………………

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

[1]SUPER ADMIN ☐   [2]ADMIN ☐   [3]AMU OFFICER ☐

[4]DESK OFFICER ☐   [5]ASSETS VERIFIER ☐   [6]ACCOUNTING OFFICER ☐

[7]ASSETS MANAGER ☐   [8]GOVERNMENT OFFICIAL ☐   [9]ACCOUNTANT ☐

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 **ZGAMIS** system access.*

Name: ……………………………………………………   Signature: ……………………

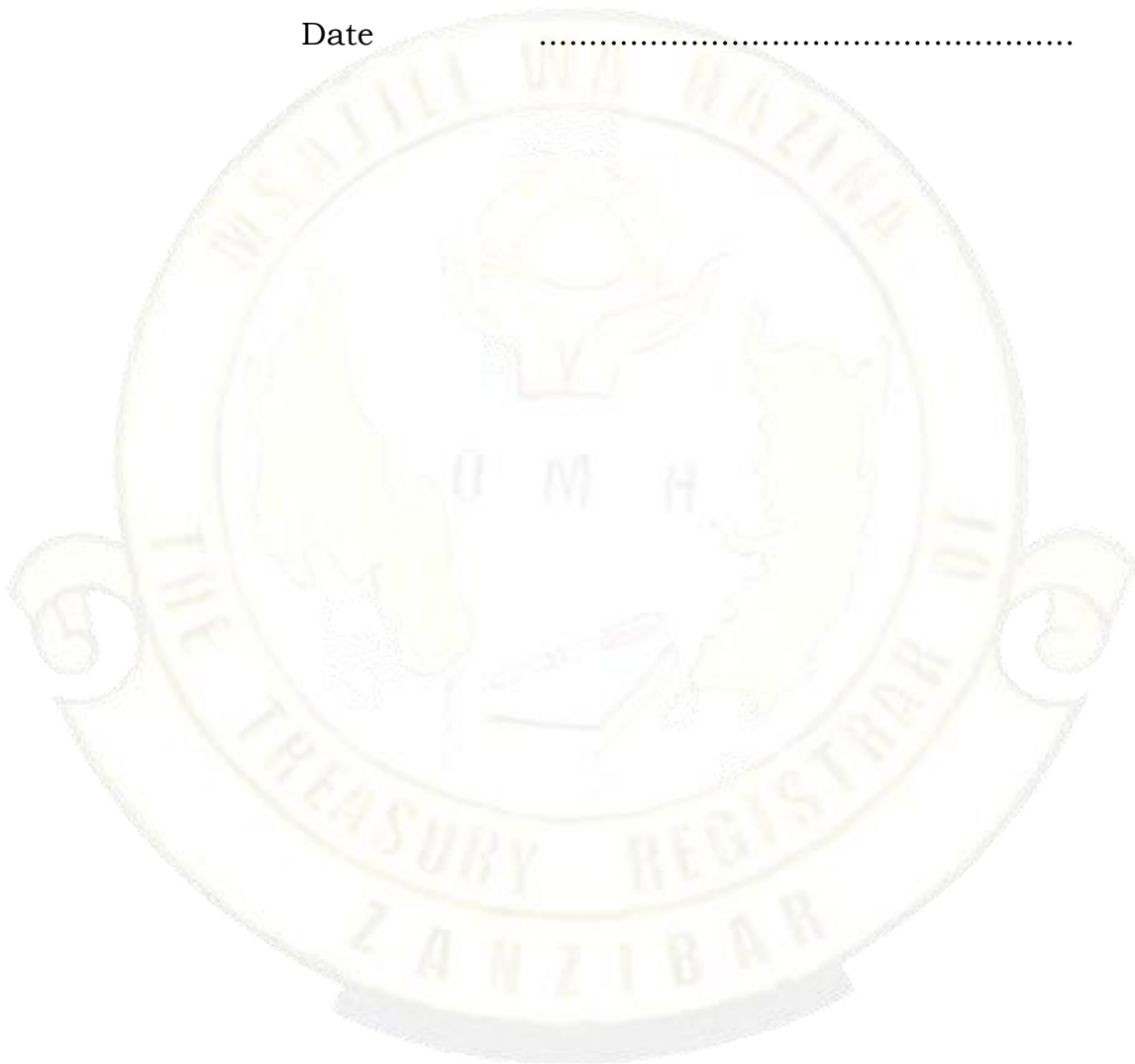Date: …………………………………………………………

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 Office (For **Accounting Officer** and **ADMIN**.*
- *This form shall be filed in each Institution for **AMU** and **Assets Verifier***

SECTION C: FOR (SUPER ADMIN AND ADMIN) ADMINISTRATOR USE ONLY

1. Assigned Username ....

2. Role Granted/Given Role ....

3. Date Created ....

4. Created by: Name ....

Signature ....

Date ....

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[1]Super Administrator of the System
[2]The Administrator of each Government Institution who is responsible for users' management (IT Officer)
[3]The Officer who can add/edit/delete assets data, request transfer, disposal, accident and loss.
[4]The OTR Officer who is responsible for providing supports on assets management
[5]The Officer at each government Institution who is responsible for verifying the registered assets.
[6]The accounting officer of each Institution who can view all reports of his/her Institution
[7]The Officer at OTR Office who is responsible for approval of all request submitted on the system (External Transfer, Disposal, accident and loss request)
[8]All users who can view report for decision making
[9]All users who can view report of assets related with financial (depreciation reports and others)