



Sterling Paper Group of Companies

### STERLING PAPER GROUP OF COMPANIES

## Email Request Form

New

Change

Deactivate

Others: \_\_\_\_\_

User Account	Last Name	First Name	Middle Name	Domain	*To be filled out (by HR) only if for New Account Creation			Remarks
					Employee No.	Employee Status	Company	
				@				
				@				
				@				
				@				
				@				
				@				
				@				
				@				

Requested by/Date

Approved by/Date

Verified by/Date (HR/Admin)  
*(if for New Creation/Separation)*

Received by/Date

Created by/Date

Effectivity Date: March 01, 2022

SPGC-FM-MIS-25

Rev.02



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