



IRINN Document identity

Title	Letter of appointment of Corporate Contact
Short title	corporate-contact-form

IRINN Corporate Contact Form

This form should be used to appoint an official IRINN Corporate Contact person for your organisation. Once completed, please send to the IRINN Secretariat at:

Email: helpdesk@irinn.in

Post: Flat no. 6B, Uppals M6 Plaza,
6 Jasola District Centre,
New Delhi-110025
India

Fax: + 91-11-24361464

Details of person to be appointed as Corporate Contact

Full name:		
Position / job title:		
E-mail address:		
The above-mentioned individual has been appointed as an official corporate contact for the IRINN Account Name:		(eg: EXAMPLE)

This individual has been made aware of the duties and responsibilities of this position stated below and agree to serve in that capacity.

Duties and responsibilities of Corporate Contact:

- Represent the affiliate organisation in all matters related to IRINN.
- Identify and verify additional contact persons to liaise with IRINN in specific areas such as:
 - Policy development
 - Internet resource management
 - Technical issues
 - Administration/billing
 - Training
- Update affiliation information such as address, phone, fax, through online or offline facilities.
- Receive notification of changes related to the affiliation.
- Receive IRINN communication material such as announcements and other publications.
- Use the *MyIRINN* online facility to manage internet resource and other affiliate information
- Authorise and manage additional *MyIRINN* users within the affiliate organisation as needed.

Signature of person being appointed Corporate Contact:		Date:	
Signature of Director or duly authorised company officer:		Date:	
Name of Director or duly authorised company officer:			