



IRINN

## IRINN Document identity

Title

Short title

Letter of appointment of Corporate Contact

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

*Fax:* + 91-11-24361464

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

### 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:      |  |       |  |