



IRINN Document identity

Title Letter of appointment of Corporate Contact
Short title corporate-billing-technical-form.

IRINN Corporate Contact Form

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

Email: helpdesk@irinn.in

Fax: + 91-11-48202013

Post:

National Internet Exchange of India
6C,6D,6E Hansalaya Building,
15, Barakhamba Road
New Delhi-110001,India

Details of person to be appointed as Corporate Contact:

Full Name :	
Position / job title :	
E-mail Address :	
Mobile No:	
The above-mentioned individual has been appointed as an official corporate contact for the IRINN Account Name	(eg: IRINN)

Please tick, if above person is same for - CORPORATE BILLING TECHNICAL

Details of person to be appointed as Billing Contact:

Full Name :	
Position / job title :	
E-mail Address :	
Mobile No:	

Details of person to be appointed as Technical Contact:

Full Name :	
Position / job title :	
E-mail Address :	
Mobile No:	

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 organization 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 organization 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:			