



IRINN Document identity

IRINN 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 :	
E-mail ID :	
Mobile No:	
Contact No. :	
The above-mentioned individual has been appointed as an official corporate contact for the IRINN Account Name . Account Name Example : IRINN,NIXI etc	

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

Details of person to be appointed as Billing Contact:

Full Name :	
E-mail ID :	
Mobile No :	
Contact No.:	

Details of person to be appointed as Public/Technical Contact:

Full Name :	
Position / Job title :	
E-mail ID :	
Mobile No :	
Contact No. :	

Authorized Signatory

Company Name & Seal

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.
- 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:			

Authorized Signatory

Company Name & Seal