**Memo No.:**   **Date:** DD-MM-YYYY

To

The Executive Director

Bangladesh Computer Council (BCC)

[**Attention:** Director, National Data Center, Bangladesh Computer Council]

**Subject:** Request to take additional new Request Based Service (VPS/WAF/EIP)

Sir,

According to the letter sent on (DD-MM-YYYY), we’ve already received the NDC provided Request Based Service **(Service Name)** to host our organization application. Due to increased demand and requirement, we need additional **(Service Name)** Service. We’ve already signed Frame and Service-Level Agreement with BCC (as Government NDC Service Provider) for existing **(Service Name)** Service.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Customer ID: NDC00** (for billing team and official purpose) | | | | |
| **1** | **2** | **3** | **4** | **5** |
| **New RBS Requirement** | **Package Selection** | **Service Configuration Requirement** | **Mention the Number of New Service Quantity** | **Customer Existing Service Name & IP Information** |
| VPS Service | Basic  Standard  Advanced  Premium | **VPS Service:**  Ubuntu 18 20 22  CentOS 8.4  Windows 2016 2019  Debian 10 11  Redhat 8.4 | Basic: \_\_\_nos  Standard: \_\_\_nos  Advanced: \_\_\_\_nos  Premium: \_\_\_\_nos |  |
| Web Application Firewall (WAF) Service | Basic  Standard  Strict  Custom |  | Basic\_\_\_\_nos  Standard\_\_\_\_\_nos  Strict\_\_\_\_nos  Custom\_\_\_\_nos |
| Elastic IP (EIP)[Public IP] | Standard |  | Standard: \_\_\_nos |
| **N.B:** If you are BCC existing customer, had signed SLA with NDC and now want to take more RBS, then select new RBS requirement from column-1. According to first column selection select the new package from column-2 by using (✓) on each box🞏 in left side. Also need to select OS type/version/product type from column-3. You can also select and mention multiple number of Services in column-4 if you had one or more New Service requirement. In column 5 please mention the current service you are using and the server IP (if any). For multiple requirement, you can use separate forms for separate services if required. | | | | |

Sincerely Yours

Customer Signature

Customer Name

Customer Designation

Mobile No:

Email(official):

**Attachment:** **existing signed RBS framework and SLA softcopy.**