**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.

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| --- |
| **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 [ ] 22CentOS [ ] 8.4Windows [ ] 2016 [ ] 2019Debian [ ] 10 [ ] 11Redhat [ ] 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.**