1. Domain Name Service (DNS) – Change Request

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| --- |
| Receive From |
| Requester Name: |  | Title: |  |
| Department: |  | Date: |  |
| Phone (Mobile): |  | Email: |  |
| Manager/Supervisor |  | Supervisors Phone: |  |

|  |  |
| --- | --- |
| Domain Name (Example: onetouch.com.sg) | Effective Date |
|  | DD MM YYYY |

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| --- |
| Zone Records |
| Task(select one) | Hostname | Type(select one) | Pref(MX Only) | Map to(DNS Entry / IP Address) |
| [ ]  Add[ ]  Modify[ ]  Delete |  | [ ]  A [ ]  CNAME[ ]  PTR[ ]  MX [ ]  TXT (SPF) |  |  |
| [ ]  Add[ ]  Modify[ ]  Delete |  | [ ]  A [ ]  CNAME[ ]  PTR[ ]  MX [ ]  TXT (SPF) |  |  |
| [ ]  Add[ ]  Modify[ ]  Delete |  | [ ]  A [ ]  CNAME[ ]  PTR[ ]  MX [ ]  TXT (SPF) |  |  |
| [ ]  Add[ ]  Modify[ ]  Delete |  | [ ]  A [ ]  CNAME[ ]  PTR[ ]  MX [ ]  TXT (SPF) |  |  |
| Example |
| Add | @ | A |  | 203.111.111.111 |
| Add | server | A |  | 203.111.111.111 |
| Add | @ | MX | 10 | server.onetouch.com.sg |
| Add | www | CNAME |  | server.onetouch.com.sg |
| * Kindly note we do not support IPV6 at present including AAAA/AAAA-PTR records.
* Allow up to three working days for completion, subject to technical checks.
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| Signature:  | Supervisor’s Signature |
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