1. Domain Name Service (DNS) – Change Request

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | |
|  | | | | | | |
|  | | | | | | |