



Change Request Form

Project Name: RHServ	Change Name:	Change Number:2026/EFR/04
Requested By: Navas Shareef	Contact:	Date:12/04/2026
Change Description: USB access for Copying Finance API build to production		
Reason for Change:		
Priority: ☐ Critical ☒ High ☐ Medium ☐ Low		
Impact of change: Minor Change ☒ Major change ☐ (Major Changes need to get the approval from Director)		
Risk Assessment: NA		
Approved by Name: Signature:	Head of the Section Approval Name: Signature:	
Impact Assessment: NA		User Acceptance Test: Completion Date:
Change Implementer:		Assigned Date: Request Status:
Type of Request	New ☐ Enhancement ☐ Service Request ☐ Bug/Troubleshoot ☐	
Priority for Change Implementation		Standard ☒ Urgent ☐
Change Closure Date:	Testing (Attach the Test Plan)	UAT (Attach where Required)