

**Local Security Administrator Details form**

Please create Sign-in (s) as per below mentioned details:

**Agency Name (Subscriber):** \_\_\_\_\_

**LSA rights to be given to users bearing below Subscriber Details**

S. No	Amadeus Office Id	User Name		User Sign-in (Any 4 digits)	Date of Birth (DD/MM/YYY Y)	Designation	Mobile Number	E Mail ID
		First Name	Surname					
1								
2								

**Existing staff list of the Subscriber -**

S. No	Office Id	User Name		Sign-in (Any 4 digits)	Date of Birth (DD/MM/YYYY)	Designation	Mobile Number	E Mail ID
		First Name	Surname					
1								
2								
3								
4								

Above mentioned sign in(s) will be created post the installation of the terminal and will be activated within 24hrs. Default password would be **Amadeus1** and has to be changed within one day of the first access. It is recommended for your safety to keep a strong password with a combination of alpha numeric characters.

**Subscriber undertakes to inform local Amadeus helpdesk in case its staff with LSA rights resigns or moves from its role via written correspondence from registered email ID for an urgent action.**

For and on behalf of Subscriber (travel agency name)

**Signature of owner or director of the travel agency (with stamp)**

Name:

Designation:

Date:

Place:

**Disclaimer:** Please note it is the travel agent's or the subscriber's sole responsibility for up-to-date maintenance of the Sign Bank.