

Application for Tecom Access Card

Date: _____

Issue Card: ☐ **Card Not Operative** ☐ **Cancelled Card** ☐ **Additional Access Required** ☐

Employee Details [Please PRINT]

| | |
|--------------------------|----------------------------|
| Surname: | First Name: |
| Job Title: | Employee No: |
| Department: | Telephone No: |

Access Requirement

| | | | | | | | |
|------------------|--|--|--|---|--|--|--|
| Days: | Mon <input type="checkbox"/> | Tue <input type="checkbox"/> | Wed <input type="checkbox"/> | Thur <input type="checkbox"/> | Fri <input type="checkbox"/> | Sat <input type="checkbox"/> | Sun <input type="checkbox"/> |
| Hours: | 06:00 - 18:00 <input type="checkbox"/> | 18:00 - 06:00 <input type="checkbox"/> | 00:00 - 24:00 <input type="checkbox"/> | Other _____ | | | |
| Duration: | Full Time <input type="checkbox"/> | Part Time <input type="checkbox"/> | From: _____ To: _____ | | | | |
| Door Nos: | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Department Head Authorisation

| | |
|-------------------------|----------------------------|
| Name: | Telephone No: |
| Signature: | Date: |

Recipient to Sign on Collection of Card

| | |
|-------------------------|----------------------------|
| Name: | Telephone No: |
| Signature: | Date: |

Engineering Department Use Only

| | | | | | | | | | | | | |
|-----------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Challenger No. | | | | | | | | | | | | |
| Door Group No. | | | | | | | | | | | | |

| | | | | | |
|-----------------|--|-----------------|--|---------------------|--|
| User No. | | Card No. | | Processed By | |
|-----------------|--|-----------------|--|---------------------|--|

Note:

1. Application shall be forwarded to Engineering Department together with a Purchase Requisition with a valid Cost Centre & Subjective for the procurement of the Tecom Card.
2. For inquiries and assistance please contact Engineering Control Room on 6216 (24 hours)
3. For completed cards allow 3 working days
4. Any enquires contact ext 6216