

Application for Access Card

Internal only

Lost card account details:

Absa Account
HK Account No 2 (Acc name)
660032576 (Acc number)

New ☐ Existing ☐ Replacement (lost or stolen) ☐

***THIS FORM REQUIRES PROOF OF IDENTITY**

Permanent staff ☐ Temporary ☐ Tenants ☐ Contractors ☐ Consultants ☐ Suppliers ☐

SECTION A: (To be completed by Applicant)

Surname										First name																			
Passport/ID number										Job title																			
Employee No										User ID (e.g. Ab/Ex)										Laptop S/N									
Department										Tel No										Cell									
Building										Region																			
Vehicle reg number										Make																			

SECTION B: (To be completed by Absa Business Unit Manager)

Initials and Surname										First name																															
Office telephone No										Employee No										Cost centre																					
Term of contract: Start										D	D	M	M	C	C	Y	Y	Term of contract: End										D	D	M	M	C	C	Y	Y						
Parking required										YES	NO	Access Status										Monday - Friday										Monday - Sunday									
Building name										Specific area (floors)																															
Additional Access to Restricted Areas Required																																									
*Termination date										D	D	M	M	C	C	Y	Y																								

Signature _____ Access card number _____ Date _____

SECTION C: (CRES CFM Parking approval)

Signature _____ Date _____

SECTION D: (To be completed by Access Control Officer)

Surname										First name																	
Date Processed										D	D	M	M	C	C	Y	Y	Card number									
Parking allocation																											

Signature _____ Date _____

SECTION E: (To be completed on receipt of card)

Recipient										Initials									
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Signature _____ Date _____

*Applicable to Temporary Staff, Contractors, Consultants, Tenants and Suppliers
*For all Johannesburg and Pretoria access email to access@absa.co.za

DISCLAIMER

IMPORTANT DISCLAIMER, RISK AND LIABILITY NOTICE

You must not enter these premises or use these premises if you do not understand or agree with any part of this notice. These premises also include the parking areas. This notice limits and excludes obligations, liabilities and legal responsibilities which various persons (also including companies) will have towards you and also limits and excludes your rights and remedies and places various risks, liabilities, obligations and legal responsibilities on you.

Everybody enters these premises at their own risk.

Any property brought onto these premises remains at all times at the risk of the owner of that property.

Absa Bank Limited and the directors, officers, employees, contractors, representatives, sub-contractors, agents and insurers of any of Absa Bank Limited do not accept any liability or legal responsibility of any nature and will have no liability or legal responsibility of any nature for any loss, damage, harm, death, illness or injury to, or of, any property or persons which occurs while on or about these premises, or for the consequences of any of these events. This shall apply even if these events happen because of any negligent act or omission or from any other cause.

This notice only applies to the maximum extent permitted by law and does not limit or exclude any rights, remedies, obligations, liabilities or legal responsibilities to the extent that the law does not allow them to be limited or excluded.

I shall be accountable for the cost of replacement of the access card should the card be tampered with or damaged or destroyed in whatever manner possible.

I hereby confirm that the above information is to the best of my knowledge accurate and true.

Parking is subject to availability.

I hereby accept responsibility for this access card and will at all times adhere to the Absa Security Policy.

I shall report the loss of this card immediately to the Access Control office and undertake that I shall be responsible for the cost of replacement.

I acknowledge that this card remains the property of Absa and it must be returned to my line manager at the termination of my service.

I hereby confirm that the above information is to the best of my knowledge accurate and true.

Note:

Loss of access card has implications for all services thereto.

Signature



Date