

**Admin. Central Control Room
Temporary Access Card Approval Form**

Requestor Name:		Department :	
Staff ID:		Location :	

Brief Description of Access Details :

List of People Requiring Access :					(Copy of Identification documents must be attached with this form)
Sl. No.	Name	Company	ID No.	ID Type	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Access Details :			
Door Details:		Start Date & Time :	
Floor No:		End Date & Time:	
Building Name:		Emirate:	

Instructions:	
<p>* Temporary access cards are being issued based on the request of DIB Staffs. Thus the Requestor (DIB Staff) will be accountable for the appropriate use of temporary access cards</p> <p>* The Recipient should wear the access card all the time during their stay at DIB premise. Upon finishing their assignments, the card must be returned to the Admin Central Control Room or at the Reception Security Guard</p> <p>* Temporary access cards will be issued for a minimum period of 7 calendar days to a maximum of 180 calendar days</p> <p>* Validity of these cards can be extended beyond 180 days by sending email approval of respective department chief</p> <p>* Loss of cards will be charged to the requestor department cost center at the rate of AED 50 / Card</p>	
Name / Signature / Date	Name / Signature / Date
Requestor	Head of Department

For Admin use only			
<input type="checkbox"/>	Consultant Card	<input type="checkbox"/>	Documents Verified
<input type="checkbox"/>	Contractor Card	<input type="checkbox"/>	Approvals Verified
Approved for Issue		Rejected / Returned for Correction	
Name / Signature / Date		Name / Signature / Date	
Verified by		Approved by	