



ZANZIBAR CORPORATION COMMUNICATION (ZICTIA)

SITE ACCESS FORM – SAF

A: CUSTOMER INFORMATION

Requested By		Request Date	
Company Name		Visit Date and Time	
	Site Access Request Purpose(S)		

B: SITE VISITORS INFORMATION

SN	Visitor's Name	Title	Identification (ID Proof)
1.			
2.			
3.			

Approval Note:

- It is mandatory for requestor to send duly filled soft copy of the request form to Commercial/Technical Department at-least two working days prior to the site visit for planned activity.
- Customer should visit Datacenter with the Approved site access form and original IDs for site supervision and coordination.
- Photography inside the Site premises is strictly prohibited.
- Approved listed visitors are permitted to visit at site during normal working Days and hours under normal Site Visits Schedules.

For ZICTIA Corporation Use:

C: DATACENTER MANAGER APPROVAL INFORMATION

Work Supervisor Name		Title	
Authorized By:			Signature
Date:			

D: CTIO SITE ACCESS APPROVAL

Approved By:			Signature & Stamp	
Remarks & Confirmation of the work				
Date				