

**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.

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**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** |  | | | | |