



SECURITY ACCESS CARD REQUEST FORM (NON STAFF)



Kompleks Rail Udara, Bandar Baru Salak Tinggi, 43900 Sepang, Selangor Darul Ehsan.
Tel : 03-22677676 Fax : 03-22677770

REQUESTED BY	DETAILS
Name : _____	Name : _____
Department : _____	Company (B.Card) ** : _____
Job Title : _____	Gender : Male [] / Female []
Signature : _____	MyKad / Passport No : _____
Date : _____	Telephone (Office) : _____
	Telephone (Handphone) : _____
** Please Attached the Business Card along with this form. (If applicable)	

TYPE OF PASS (Please tick whichever applicable)	
<input type="checkbox"/> Permanent Contractor <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/> Others (Please specify : _____)	<input type="checkbox"/> Baggage Handling <input type="checkbox"/> Cleaners <input type="checkbox"/> Sales Promoter / Travel Agent <input type="checkbox"/> Security Guard / GOV

Application or Status Update Request (Please tick whichever applicable)	
<input type="checkbox"/> New Card <input type="checkbox"/> Replacement Card <input type="checkbox"/> Modify Access <input type="checkbox"/> Access Deactivated	Type : Permanent <input type="checkbox"/> From [] To [] Temporary <input type="checkbox"/> From [] To [] <div style="border: 1px solid black; padding: 2px; text-align: center; margin-top: 10px;"> * Penalty for lost/damage card is RM100.00. </div>
Justification or Remarks: _____ _____	

RECOMMENDED BY (HOD) [For access profile - refer Security Access Level Form]	
Name : _____	Signature : _____
Department : _____	Date : _____

Approved By:	Action By & Date:	
E-MAS SAS Dept / ERLSB ASM Dept. Signature: _____ Date: _____ Remarks: _____	Signature SEC (arrange photograph taken): _____ E-MAS SEC (setup access profile): _____ E-MAS SEC (issue temporary card): _____ ERLSB (collect payment-LOST CARD): _____ E-MAS SEC (issue new card): _____ E-MAS SEC (collect returned card): _____	Date _____ _____ _____ _____ _____ _____

Acknowledgement By & Date:	
Received By: _____	Returned By: _____



SECURITY ACCESS PROFILE (E-MAS : OPERATIONAL & TECHNICAL - NON STAFF)



KUALA LUMPUR SENTRAL (KSL / KLS)				
	Description	Door Code	Tick (✓)	
Level 2	*NOT APPLICABLE*	-		
	Front Wood Door	KS L2 WOOD		
	Front Glass Door	KS L2 GLASS		
	Back Wooden Door	KS L2 WOOD BK		
	Back Fire Door	KS L2 FOYER		
BHS Area	BHS Office - Front Door	KS L2 BHS ENT		
	BHS Office - CCTV Door	KS L2 BHS CCTV		
Departure/Arrival/Transit Concourse	Swing Gate Dept In/Ou	KS D SG		
	NOT APPLICABLE	-		
	Swing Gate MAS Check-in counter	KS D CK IN SG		
	Door from MAS Check-in to Arrival Plfm	KS MAS - A PLT		
	Swing Gate Arrival In/Out	KS A SG		
	Wood door from public to Arrival area	KS A WOOD DR		
	Arrival Custom hall glass door to public area	KS A GLASS DR		
	Swing Gate Transit In/Out	KS C SG		
	Arrival/Transit Platform	Infra Dept Office	KS INF OFF	
		NOT APPLICABLE	-	
NOT APPLICABLE		-		
Wooden door from platform to baggage hoist		KS A BG FRNT		
Wooden door to reversing track		KS A BG BK		
Departure Platform	*NOT APPLICABLE*	-		
	Entrance to OTD Room/OPS Office	KS OTD ENT		
	OTD room back door	KS OTD BK		
	Cleaner's Storage Room	KS PWB		
	NOT APPLICABLE	-		
	NOT APPLICABLE	-		
	NOT APPLICABLE	-		
	Wooden door from platform to baggage hoist	KS D BG FRNT		
Wooden door to reversing track via baggage area	KS D BG BK			

BANDAR TASEK SELATAN (BTS)			
	Description	Door Code	Tick (✓)
Concourse Level	Swing Gate BTS In/Out	BTS SG	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	
	Cleaner's Storage Room	BTS STORE	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	

PUTRAJAYA (PCS)			
	Description	Door Code	Tick (✓)
Concourse Level	Swing Gate PCS In/Out	PCS SG	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	
	Cleaner's Storage Room	PCS STORE	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	

TPSS (TPSS)			
	Description	Door Code	Tick (✓)
Concourse	*NOT APPLICABLE*	-	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	

SALAK TINGGI (STS)			
	Description	Door Code	Tick (✓)
Concourse Level	Swing Gate STS In/Out	STS SG	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	
	Cleaner's Storage Room	STS STORE	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	

KUALA LUMPUR INTERNATIONAL AIRPORT (KLIA)			
	Description	Door Code	Tick (✓)
Concourse	*NOT APPLICABLE*	-	
	Swing Gate KA1 In/Out North Plfm	KA1 SG1	
	Swing Gate KA1 In/Out South Plfm	KA1 SG2	
	NOT APPLICABLE	-	
	Express Plfm to Reversing Track	KA1 D-4	
	Express Plfm to BHS North	KA1 D-3	
	Express Plfm to BHS Office	KA1 D-2	
	BHS Express North to Transit	KA1 D-1	
	BHS Main Area North	KA1 BHS MAIN	
	Transit Plfm to BHS North	KA1 A-1	
	Transit Plfm to BHS Office	KA1 A-2	
	BHS Transit North to Transit	KA1 A-3	
	Transit Plfm to Reversing Track	KA1 A-4	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	

KL INTERNATIONAL AIRPORT 2 (KA2)			
	Description	Door Code	Tick (✓)
Concourse	*NOT APPLICABLE*	-	
	Swing Gate KA2 In/Out	KA2 SG	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	
	Plfm A Express to End North	KA2 D1	
	Plfm A Express to End South	KA2 D2	
	Plfm B Transit to End North	KA2 A1	
	Plfm B Transit to End South	KA2 A2	
	ERL Office	KA2 ERL OFF	
	Meeting Room	KA2 MEET	
Platform	Cleaner's storage	KA2 STO	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	
	NOT APPLICABLE	-	

Requestor:

Profile Updated by:

.....
HOD Name & Signature:

.....
SAS: (Name & Signature)

Date:

Date:

