



SECURITY ACCESS CARD REQUEST FORM (STAFF)



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

REQUESTED BY	STAFF DETAILS
Name : _____	Staff ID : _____
Department : _____	Staff Name : _____
Job Title : _____	Date of Birth : _____
Signature : _____	Gender : Male [] / Female []
Date : _____	MyKad / Passport No : _____
	Telephone (Home) : _____
	Telephone (Handphone) : _____

TYPE OF PASS (Please tick whichever applicable)	
<input type="checkbox"/>	Permanent Staff
<input type="checkbox"/>	Fixed Term Contract (Industrial Trainee / Contract / Temporary)
<input type="checkbox"/>	Others (Please specify : _____)

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"/> De-activate Access	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
Signature: _____	SEC (arrange photograph taken): _____	_____
Date: _____	E-MAS SEC (setup access profile): _____	_____
Remarks: _____	E-MAS SEC (issue temporary card): _____	_____
_____	ERLSB (collect payment-LOST CARD): _____	_____
	E-MAS SEC (issue new card): _____	_____
	E-MAS SEC (collect returned card): _____	_____

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