

APPLICATION FOR CSIR IDENTITY CARD

Applicant ID	
Employee ID	

Applicant Details

First Name			
Surname			
Preferred Name			
Identity No			
Unit			
Employee Type			
Signature		Date	

Human Resources Department

Full Names			
Employee ID			
Telephone No		Designation	
Signature		Date	

Security Department

Signature		Date	
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Kindly take note of the following conditions (as specified by the CSIR Security Services):

1. A replacement fee will be charged for lost, damaged or stolen cards.
2. Lost, damaged or stolen cards must be reported to the building or site security co-ordinator and CSIR ID Office as soon as possible in order to prevent unauthorised access and usage.
3. As part of crime prevention initiatives, strengthening of access control and improving perimeter security, you may be required to produce your ID card to security guards at any time.
4. The ID card holder is not allowed to lend his card to anyone or exchange it for the card of any other person.
5. Access to CSIR sites or buildings may be terminated in the case of misuse or not observing access conditions.
6. ID cards can only be collected by the card holder. The owner of the card will be held responsible for the replacement of the card if not received.
7. No duplicate cards will be issued.