

COUNSEL'S CHAMBERS LIMITED

C

A.C.N. 000 111 302

When replying please quote

CARD AND TAG ACTIVATION FORM FLOOR STAFF

Please read, complete and sign this form and return to Counsel's Chambers Limited to activate your proximity card or tag.

Surname:..... First name:.....

Floor & Building:.....

Phone Number:..... E-mail:.....

I am employed as a (e.g. secretary, cleaner)

I require after-hours access to (floor & building)

Proximity Card:



Serial Number:.....

Please note the following:

- The proximity card or tag that is issued is the property of Counsel's Chambers Limited.
- The card will provide after hours access onto the floors of Selborne & Wentworth Chambers and the National Dispute Centre as requested by the floor.
- The cost to replace a card or tag that has been lost, stolen or damaged due to misuse is \$50 + GST.
- **A \$55 deposit is necessary**, and must be made by cash, cheque or credit card.
- The deposit will be refunded upon the return of the access device.
- The user will be responsible for the use and ownership of the access device.

SIGNATURE:.....

Office Use Only

User Activation Date:..... CCL..... Deposit: Made by.....

User Termination Date:..... CCL..... (Cheque) (Credit Card) (Cash)

Accept ID #:..... Extra Notes:.....

Floor Resolution Approval Check: