

**FORM 2B: APPLICATION FOR STAFF SECURITY ACCESS CARD****Instructions to Tenants' Security Administrator and Staff**

1. Staff applying for security access card is to bring this completed form and NRIC/Passport to the photo taking Booth at Level 2, Matrix at 2.00 pm to 4.00 pm, Wednesday and Fridays (excluding Public Holiday).
2. A fee of \$30/nett is chargeable for JTC's sub tenant (tenant not directly under JTC)
3. After photo taking, the security Administrator shall inform the staff of the collection date of the security access card.
4. JTC Corporation collects personal information to process your application. Your information will be shared with the designated security officers and facility management staff to process your application in an efficient and effective way, unless such sharing is prohibited by legislation.
5. Each lost/damaged security access card will be charged at \$30.00 (Inclusive of GST).
6. Each worn-out card will be charged at \$10.00 (Inclusive of GST).

To be Completed by Tenants' Security Administrator Only**Name Of Company To Be Printed As :**

LOYA SURGICAL OPTICS

Staff Name To Be Printed As:

AYYID FATHAN BIN HARUN

NRIC/ FIN/ Passport Number*

9203279E

Please tick in the appropriate box:

- ☒ This application is for new staff. ☐ This application is for replacement of damaged / lost access card.

Application submitted by:

Signature of Tenants' Security Administrator

Name: _____

Designation: _____

Date: _____

Company Stamp:

Acknowledgement of receipt of access card:

Signature of Tenants' Security Administrator

Name: _____

Date: _____

For Security's Use Only

Staff Card (Red) Serial No:

EM

Signature of Security Officer & Date

Name: _____