|  |
| --- |
| FORM NO: QP12-02N |
| VERSION: 1.0 |
| EFFECTIVE DATE: 13 Apr 2016 |
| PAGE: 1 of 1 |



*Please return completed form to 1-Net Singapore Pte Ltd Data Centre (email:* [*csc@1-net.com.sg*](mailto:csc@1-net.com.sg)*)* ***3 days*** *in advance for processing.*

DATA CENTRE VISIT REQUEST

FORM

**1-NET NORTH DATA CENTRE**

Confidential

|  |
| --- |
| SECTION A - Visitors Particulars |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | Full Name | NRIC / Passport No. | Company Name | Contact No. |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SECTION B | | | | |
| Visitation Details: Ticket No: | | | | |
| Date of Request | Date of Visit | Time of Visit | Purpose of Visit | Escort By |
|  | From: |  |  |  |
| To: |
| Area of Visit: L1 L2 L3 L4 L5 LR UR Meeting Rooms: Yes No  *(subject to approval) (subject to availability)* | | | | |
| Remarks: | | | | |

*The Requestor must ensure that consent is granted by individuals in Section A to disclose their personal particulars. The personal data submitted may be disclosed to and used by 1-Net Singapore Pte Ltd for the purpose of verification of identity, security and contact tracing purposes.*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Name of Requestor | Approved By Ops or Security Department  (Signature, Name & Date) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Signature & Date | Acknowledge by CSC  (Signature, Name & Date) |

Notes:

1. All visitors must be accompanied at all times by a Customer Authorized Person when visiting the Data Center
2. The Customer authorized person shall be responsible for the acts and behavior of visitor(s)
3. Visitor must possess an official Photo ID or Passport to exchange for a security pass.
4. 1-Net reserves all rights to deny entry to visitors, if the request form is submitted not on time, incomplete or their submitted particulars differs from that of their photo ID/Passport.
5. The security pass must be displayed at all times whilst in the Data Centre.
6. Vehicles are not allowed into the premises except for deliveries.