

ACCESS CONTROL - EMPLOYEE REGISTRATION FORM (LCF007)

De Zicht is to be provided prior notice of Resident's domestic workers, including garden staff. Kindly submit this form to the Estate Management Office via email at service@landsdowne.co.za. The Resident is responsible to de-register the Employee with the Estate Management Office upon termination of employment.

An Employee Access Card will be generated and must be collected by the staff member upon entering **De Zicht**. The Access Card must be clearly displayed at all times and is to be returned to the Gatehouse upon exiting after each shift. **Employees will only be granted access to De Zicht on the days indicated below.**

All conduct rules apply to all Employees and Residents are responsible to ensure adherence.

Employees may be subject to a search by Security Personnel and must carry a letter from their employer if they have been provided with any goods / items to take home.

BLOCK NO #			
UNIT #			
DATE OF APPLICATION			
RESIDENT INFORMATION			
FULL NAME			
EMAIL ADDRESS			
MOBILE NUMBER		LANDLINE	
AGENCY INFORMATION (If applicable)			

AGENCY NAME			
EMAIL ADDRESS			
MOBILE NUMBER		LANDLINE	
VEHICLE TYPE		VEHICLE REG.	
STAFF INFORMATION			
FULL NAME			
IDENTITY / PASSPORT NUMBER			
SPECIFIC DAYS THAT ACCESS IS REQUIRED – e.g Monday and Friday			
MOBILE NUMBER		LANDLINE	
VEHICLE TYPE		VEHICLE REG.	
RESIDENT SIGNATURE		DATE OF SIGNATURE	