

### Access Card Request (Galleria40)

Employee Name	
HR ID	
Position	
Department	
Type of Card	<input type="radio"/> New <input type="radio"/> Replacement*
*In case of replacement, justify the reason of issuance	
Access For:-	<input type="radio"/> Parking <input type="radio"/> East Tower Elevator <input type="radio"/> West Tower Elevator <input type="radio"/> North Tower Elevator <input type="radio"/> Back Area <input type="radio"/> IT Rooms <input type="radio"/> Transformers and generators Room <input type="radio"/> Chiller Room <input type="radio"/> Edge <input type="radio"/> Others**
** In case of "others", please define the area that needs access	
Date:-	
Direct Manager Name & Signature	
Department Manager Name & Signature	
HR Manager Name & Signature	

**Guidelines & Instructions:-**

- The cost of replacement **G40 card** is **EGP 100** applicable for change while the cost of lost **Raya ID** is **\$16 and EGP 30**
- There is no delegation for signatures on this form, only the above mentioned employees are authorized to approve an access card
- In case of losing the access card it should be reported to the HR immediately otherwise the card holder will be held accountable for what happened using the card at anything.