



Appendix B

SECTION A: (TO BE COMPLETED BY REQUESTOR – TENANTS / SINGTEL USER DEPTS)

SECTION B: (TO BE COMPLETED BY AUTHORISED STAFF – Expan/MHS)		
Authorised By: _____ Name / Signature	_____ Dept	_____ Date
SECTION C: (TO BE COMPLETED BY SECURITY EXECUTIVE)		



TELEPARK ACCESS REQUEST FORM

Appendix B

Verified By: : _____ Name / Signature	_____	_____
	Dept	Date

SECTION D: (FOR PROPERTY MANAGEMENT DEPARTMENT USE)

Approved By: _____ Manager (Facilities) / Deputy Director (PMD)	_____
	Date

1. Completed application forms shall be submitted to PMD 2 working days in advance for approval.
2. All SingTel visitors/Tenants' visitors must be hosted by a SingTel staff/tenant's representative.
3. No work or visit on Sundays and Public Holidays unless specific approval from PMD is obtained.
4. For SingTel User Depts, completed access forms shall be submitted directly to PMD.
5. All information requested must be provided. Incomplete forms shall be rejected and no access allowed.