



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)		



SingTel

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.