Annexure E

Application for Access ID Card Form – CSIR Alumni



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| **Alumnus Details** |
| Full Names  |  |
| Surname |  |
| RSA Identity Number  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Passport Number *(if applicable)* |  |
| Nature of engagement with the CSIR |  |
| CSIR Cluster/Portfolio/ Department Associated with  |   |
| Previous CSIR Employee Number *(if applicable)* |  |
| Duration of engagement |  |
| **Access Requirements (tick Checkmark with solid fillor answer as required)**  |
| CSIR Scientia Main Gates  |  |
| Name of CSIR Scientia Building(s)  |  | Host  |
| Name of CSIR Regional Office(s) |  | Host  |
| Knowledge Commons |  |
| CSIR Library |  |
| CSIR Sports Facilities/Club  |  |
| Other (*specify*)  |  |
| **CSIR Host** |
| Full Names  |  |
| Surname |  |
| RSA Identity Number  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CSIR Employee Number |  |
| Cluster/Portfolio/ Department  |  |
| **Terms and Conditions*** An alumnus who has an access card issued by the CSIR Alumni Office may access the authorized campuses.
* The alumnus access card will be renewed annually; however, if an alumnus does not comply with the rules and regulations of the CSIR, the Alumni and Security Offices have the right to disqualify or declare the membership invalid.
* A card fee of R50 will be paid at the Security Office by an alumnus and cards are to be renewed yearly at the same office (where applicable).
* An alumnus who lost his or her access card should immediately report this to the Security Office (012) 841 3000/2222 or email security@csir.co.za
* An alumnus will be liable for replacement costs of a lost card. The full cost of replacing the card will be charged unless, in the case of theft, a police case number is presented. In which case, only the historic replacement cost will be charged.
* Access to the CSIR will be revoked under the following circumstances:
	+ Misuse of the CSIR access card
	+ Failure to adhere to any of the CSIR rules and protocols
* Alumni are required to update their details in the alumni web page before an alumnus card can be issued.
* Once this form is completed, please attach a copy of your ID and an ID size photo. Please send back the completed form and relevant attachments to both the Alumni Office on csiralumni@csir.co.za and ID Card Office on IdCard@csir.co.za, then you will be contacted when your access card is ready to collect.

The alumni terms and conditions are subject to change and expected to evolve as the programme evolves.  |

Alumnus’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alumni Office’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_