Annexure E

Application for Access ID Card Form – CSIR Alumni

A picture containing text

Description automatically generated

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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](mailto: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](mailto:csiralumni@csir.co.za) and ID Card Office on [IdCard@csir.co.za](mailto: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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_