

Form 13a <Temporary In/Out Permit Application Form>

Name of Tenant : _____

Office Unit : _____

Tel. No. : _____

Floor No.: _____

Tenant is allowed and approved for temporary access to office unit at _____ (room no.) _____ (floor)
for the following work arrangement :

Scope of Work Permitted : _____

Name of Tenant's Contractor : _____ with total _____ nos. of workers

Permit effective date : from _____ (YY) _____ (MM) _____ (DD) To _____ (YY) _____ (MM) _____ (DD)

Working period / Time: from _____ To _____

Onsite In charge person : _____ Contact No. : _____

Tenant contact person : _____ Contact No. : _____

Remark :

1. All applicant of temp. In / Out identity card shall submit copy of personal I.D. and a recent personal photo sized 1".
2. Duly fill-in, submit and settle relevant fee and charge payable of each temp. In / Out identity card as per "Form 12" of <Work Identity Card Application Form>.

Signautre of applicant : _____ Date : _____