

SECURITY PERMIT - ASSET MOVEMENT



REQUESTER INFORMATION

Request By: RAKEZ Employee RAKEZ Client
Requestor's Name: _____ Designation: _____
Department/Company name: _____ Phone: _____
E-mail: _____ Today's Date: _____

DETAILS

Request For: Asset In Asset Out
Location: Building _____ Floor & wing _____ Office _____
Asset In/out Date & Time: _____
Items description: _____
Purpose: _____

PEOPLE IN CHARGE DETAILS

Sr.	Name	Discription		Company name
		ID Number	Mobile	
1.				
2.				
3.				
4.				
5.				

Applicant signature: _____ Authorized Signatory/stamp : _____

FOR SECURITY SECTION USE ONLY

Approval Status: Approved Rejected *specify the reason:* _____
Approved by: _____ Signature: _____
Date: _____

CONDITIONS

- This approval is given based on the information provided hence it cannot be used for different locations & purposes.
- Workers shall carry their Emirates ID card for verification at any security check point.
- Company's letter is required in case the requester is not the authorised person/POA holder