

**AIRPORT & AVIATION SERVICES (SRI LANKA) LIMITED
BANDARANAIKE INTERNATIONAL AIRPORT, KATUNAYAKE**

APPLICATION FOR PERMANENT COMPUTERIZED PHOTO ACCESS PERMIT

(Applicants from Diplomatic Missions, the United Nations and its Specialized Agencies and International Organizations)

| FOR OFFICE USE ONLY | |
|---------------------|-------------------|
| SIS Clearance No. : | Application No. : |
| Colour Code : | Pass No. : |

1. Name in Full : Mr./Mrs./Ms/Dr.
.....
Name with initials :
 2. Permanent Address :
 - Contact Telephone Number : Mobile: Residence:
 - Nearest Police Station :
 3. Date of Birth :
 - Nationality :
 - National ID No. & Date of Issue :
 - Passport No. & Date of Issue :
 4. Name of Organization/Employer :
 - Address :
 - Telephone Number :
 - EPF No./ Staff No. :
 - Designation presently held :
- (A copy of the letter of appointment and confirmation letter should be attached)*
5. Previous Airport Pass No. & Areas given :
 6. Precise nature of duties at the Airport :
 7. Area/office/place at the Airport where your presence is frequently required. (Please explain clearly, if not your application will not be considered) :
 8. Number of times per month that you will be required to call at the Airport for duty :
 9. Have you ever been convicted of an offence by a Court of Law? or Is there a law-suit against you pending in a court of law? If so, give details
 10. Are you a member of the Emergency Planning Committee : YES/NO
 11. DECLARATION BY APPLICANT

- a) I declare that all particulars I have given in this application form are true and correct in every respect.
- b) I understand that I cannot use my computerized photo access permit, while not on official duty at the airport. I also acknowledge that any misuse of my computerized photo access permit constitutes an offence under the law and that the Airport & Aviation Services (SL) Ltd. has the right to impound my access permit without adducing the reasons, and in addition I understand that I am liable for disciplinary action by my employer.

- c) I shall surrender my computerized photo access permit when its validity expires, or when I cease to hold my employment with my present employer, or when it is no longer required for the purpose for which it was issued.
- d) I assure to appear for the photograph of the access permit in my relevant uniform. (If wearing a uniform when performing duties at BIA)
- e) I undertake:
 - 1) Not to lend my computerized photo access permit to anyone
 - 2) To display it at all times wearing at chest level on the outer garment when on duty at the airport
 - 3) To surrender it for security or any other purpose to any authorized officer of the AASL
 - 4) Not to use it to gain entry to any area or zone for which it is not valid

I acknowledge that the computerized photo access permit is the property of the AASL.

WITNESS TO SIGNATURE

| | | | | | |
|-------------|---|-------|------------------------|---|-------|
| Name | : | | Signature of Applicant | : | |
| Designation | : | | Name | : | |
| Signature | : | | Date | : | |

12. TO BE COMPLETED BY THE EMPLOYER/HEAD OF DEPARTMENT

I certify that it is necessary for the named overleaf to have continuous access to BIA, to perform his/her official duties, and I recommend a computerized photo access permit, to the following areas (please mark ✓ for required areas)

| Pass Category | Access Areas entitled under each category | Required Areas (Pl. mark ✓) | Entitled Officer | Remarks | For Office Use Only |
|---------------|---|-----------------------------|--|--|---------------------|
| A | <p style="text-align: center;">ACOTVG</p> <p>A – Apron</p> <p>C – Arrival Customs Departure Customs Immigration/Emigration</p> <p>O – Office Area Arrival Public Concourse Departure Public Concourse</p> <p>T – Transit</p> <p>V – VIP Lounge</p> <p>G – Cargo Village UL Cargo/Import/Export</p> | | <p>Head of Mission & DPL Officers</p> <p>(Third Secretaries and above)</p> | G Access Area is granted only for the Head of Mission | App/Not App |
| B | <p style="text-align: center;">COTV</p> <p>C – Arrival Customs Departure Customs Immigration/Emigration</p> <p>O – Office Area Arrival Public Concourse Departure Public Concourse</p> <p>T – Transit Pier</p> <p>V – VIP Lounge</p> | | <p>DPL Officers</p> <p>Non-DPL Officers</p> <p>Local Staff</p> | | App/Not App |

| | | | | | |
|----------|--|--|--|--|-------------|
| C | <p style="text-align: center;">COV</p> <p>C – Arrival Customs Departure Customs Immigration/Emigration</p> <p>O – Office Area Arrival Public Concourse Departure Public Concourse</p> <p>V – VIP Lounge</p> | | <p>DPL Officers</p> <p>Non-DPL Officers</p> <p>Local Staff</p> | | App/Not App |
| D | <p style="text-align: center;">G</p> <p>G – Cargo Village UL Cargo/Import/Export</p> | | <p>DPL Officers</p> <p>Non-DPL Officers</p> <p>Local Staff</p> | Only 02 nominated officers are granted Access Passes | App/Not App |

He/she has been security cleared* and is a fit and proper person to hold such an access permit. I also undertake to ensure that the applicant's computerized photo access permit is returned to the Head of Security Services within one week when;

- a) the applicant resigns or is dismissed from service
- b) the validity date expires
- c) the applicant's duties change thus affecting other restricted zones
- d) another person is required to perform the applicant's duties at the Airport

I ensure that the applicant uses the computerized photo access permit only when employed on an official duty at the airport.

Name of Authorizing Person : Signature :

Designation : Stamp or Seal of Company/Department
Date :

** Diplomatic Staff, Non-diplomatic home-based Staff are not required to provide local security clearance*

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13. I hereby certify that the particulars submitted by the applicant in this form are true and correct in accordance with his/her documents.

.....
Date Signature of OIC Pass Office

14. ORDER OF THE HEAD OF SECURITY SERVICES, AIRPORT & AVIATION SERVICES (SRI LANKA) LIMITED

1. A photo ID pass to following areas for Mr./Mrs./Ms/Dr.
is approved/ not approved.

A C O T V G

Apron, Arrival/Departure Customs, Immigration/Emigration, Cargo Village, Terminal 1/2/3, UL Cargo, Office Area, Arrival/ Departure Public Concourse, Transit, Pier, VIP Lounge.

2. Cost to be charged and credited to AASL Revenue.

.....
DATE EXECUTIVE DIRECTOR SECURITY/HEAD OF SECURITY SERVICES

15. BIA Computerized Photo Access Permit No. valid for Areas issued to Mr./Mrs./Ms/Dr.

Previous Pass Returned / Not Returned

Signature of Issuing Officer :

Date :

16. APPLICANT'S ACKNOWLEDGEMENT

Received the above described Pass No. :

Signature of Recipient :

Date :

17. TO BE RETAINED BY THE APPLICANT

AIRPORT & AVIATION SERVICES (SRI LANKA) LIMITED

I declare that all particulars I have given in this application form are true and correct in every respect.

I understand that I cannot use my computerized photo access permit, while not on official duty at the airport. I also acknowledge that any misuse of my computerized photo access permit constitutes an offence under the law and that the AASL has the right to withdraw my pass, without adducing the reasons and in addition, I understand that I am liable for disciplinary action by my employer.

I shall surrender my computerized photo access permit when its validity expires, or when I cease to hold employment with my present employer, or when it is no longer required for the purpose for which it was issued.

I undertake;

- a. Not to lend my computerized access permit to anyone
- b. To be visually worn at chest level on the outer garment at all times when on duty at the airport
- c. To surrender it for inspection or any other purpose to any authorized officer of the AASL

In the event of its loss, I understand, I may not be issued with a replacement and that the Head of Security's decision shall be final and binding.

I acknowledge that the computerized photo access permit I possess is the property of the AASL.

It is my sole responsibility as the pass holder to return it to the issuing authority once I relinquished my services from the respective organization. Failure to do so will result in taking legal action against me due to the prevalent security situation in this country.

I hereby acknowledge the receipt of AASL computerized photo access permit No. dated , valid upto

Issuing Officer :

Signature of Applicant :

Date :

Name :

Date :