



MOUNT EDGECOMBE
COUNTRY CLUB ESTATE

DOMESTIC / GARDENER / STAFF ACCESS CARD APPLICATION FOR ESTATE 1

(To accompany copy of ID)

Employer's Details

OWNER <input type="radio"/>	TENANT <input type="radio"/>	LEASE EXPIRY DATE:
NAME	ADDRESS	TELEPHONE NO

Employee's Details

SURNAME	FIRST NAME	ID. NUMBER	JOB TITLE	CONTACT NUMBERS			
Days Employed	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Shared with others	Details:						

Basic Rules

- Domestic/Garden/Other staff must utilize the recognized roads and pathways to get to their place of employment and they are not permitted to wander around the Estate or across the golf course.
- Domestic/Garden/Other staff is not allowed to receive visitors on the Estate.
- Where Domestic/Garden/Other staff are requested to stay overnight on the Estate, permission must be sought from Meccema 1 offices 24 hours in advance.
- Domestic/Garden/Other staff is only allowed to enter the Estate from 6:00am and leave by 6:00pm failing which, their Access disk will be suspended. Subject to the Resident completing the default report in the office, cards will be re-instated.
- Failure to swipe out on more than 3 occasions will result in fines been issued.
- The Access Disk is for that individual only; misuse of this pass will result in immediate suspension and a possible fine.

I understand and agree with the above.

Employer's Signature

Employee's Signature

MECCEMA-1 APPROVAL: _____

DATE: _____

Access Clerk _____

Date _____

Please attach a copy of Identity Document