Schiphol Group

Company/Organisation registration form

Aviation/Safety,Security&Environment
Area & Access Control
Telephone: (020)6013930
Email: access@schiphol.nl
www.schiphol.nl/werken
SHG F063, Schiphol-Centre
P.O.Box 7501, Location code 01-06
1118 ZG Amsterdam Airport Schiphol

☐ First-time Registration
☐ Change to previous Registration This form replaces all earlier forms.

For instructions on filling out this form, see explanation at page 4.

1. Company/Organisation Details

Company/Organisation name	
Address*1a	
Postal code/City	
Telephone number	

2. Registered Principal or Accountmanager within Amsterdam Airport Schiphol*2a

Accountmanager AAS*2b | | Telephone number | |

OR

Registered Principal(s)*2c

Company	Contact person	E-mail and Telephone number

3. Appointed Signatories for Schiphol Pass Applications*3a

Appointed signatories

Name	Name
E-mail	E-mail
Signature	Signature

4. Acceptance of Schiphol Access Regulations*4a

Signed by a director with authority to sign and/or person holding power of attorney with authority to sign as filed with the Chamber of Commerce (" in accordance with the Schiphol Regulations: Schiphol Admission Regulations").

Date		Company stamp
Location		
Name		
Signature		

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5. Nature of the Company/Organisation

- ☐ 1. Handling agent
- ☐ 2. Embassy/Consulate
- ☐ 3. Construction/Architect/Contractor
- ☐ 4. Financial
- ☐ 5. Retail/Catering/Food Services
- ☐ 6. Consultancy/Project agency
- ☐ 7. IT/Automation/Telecom
- ☐ 8. Airline
- ☐ 9. Promotion
- ☐ 10. Security
- ☐ 11. Cleaning/Facility Services
- ☐ 12. Supplier
- ☐ 13. Transport/Tour operator
- ☐ 14. Temporary employment agency
- ☐ 15. Government
- ☐ 16. Tenant
- ☐ 17. Educations
- ☐ 18. Foundation
- ☐ 19. Other (please specify)

6. Reason

Reason for need to use Schiphol Passes.

7. Positions *7a

Positions eligible for use of Schiphol Passes.

Important: If the specified postion (positions) require(s) the use of metal tools, please fill out the table on the next page.

COMPLETENESS OF REGISTRATION DETAILS

This registration form, with original signatures, must be submitted by post to the Area & Access Control department together with the following documents:

A. A copy of the extract from the Chamber of Commerce. If you are not registered with the Dutch Chamber of Commerce then you must enclose an extract from the trade register of the country where your company has its registered office. The extract must be granted in the current calendar year and digitally authenticated.

Extracts as mentioned above must provide unequivocal proof that the person who has signed this registration form has in fact been appointed to represent his company/organisation and engage in commitments on its behalf.

B. A copy of passport(s)/proof(s) of identification of director(s) with authority to sign and/or person(s) holding attorney and authority to sign who are registered with the Chamber of Commerce and who signed the acceptance (previous page, point 4). Driving licenses are not accepted as proof of identity at Amsterdam Airport Schiphol.

C. A copy of passport(s)/proof(s) of identification of the person(s) appointed to sign applications for Schiphol Passes (appointed signatories), as stated in the registration form. Driving licenses are not accepted as proof of identity at Amsterdam Airport Schiphol.

D. After submittance in accordance to the personal particulars the documents as mentioned above will be destroyed.

Please Note. Schiphol Group retains the right without any given reason to refuse a registration.

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Section A

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7. Positions (continuation) *7a

If at point 7 on the previous page the positions (position) require(s) the use of metal tools, we request you to fill in the table below.
Please indicate for each position what tools are needed by ticking the appropriate box(es).

Authorisation for specific equipment (per position)

Position name (as stated on the previous page)	Knives with a blade longer than 6 cm	Scissors with blades longer than 6 cm	Crow-bars	Drills and drill chucks, including portable wireless (electric) drills	Blow lamps	Saws, including portable, wireless (electric) saws	Captive bolt pistols, stud guns	Tools with a blade or shaft longer than 6 cm which could be used as a weapon, such as screwdrivers and chisels	Reason for use of indicated tools
	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	

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Instructions for filling out the Company/Organisation Registration form

This registration form must be completed in full. Please provide clear, legible (printed) answers. Forms that are illegible and/or missing information will not be reviewed. Only registration forms with original signatures and company stamps will be considered.

First-time registration

Following number/letter combinations refer to the marks at the form:

1a) Fill in the address where you receive any post.

2a) Airline/cargo companies, handling agents, concessionaires and government bodies that have an account manager within Schiphol Group can be registered as parties that are eligible to apply for Schiphol Passes independently. If your company/organisation does not have an account manager within Schiphol Group or if your company/organisation does not belong to one of the categories listed, you will be registered as a party that is not eligible to apply for Schiphol Passes independently. In that case, fill in the details of the registered principals for whom you are carrying out the activities. Skip 2b and continu with 2c.

2b) If your company/organisation has a concession or some other form of agreement with Schiphol Group to perform work then you should fill in the name of your account manager at Schiphol Group and his/her telephone number.

2c) If your company/organisation is contracted to carry out activities for an enterprise that has a concession or some other form of agreement with Schiphol Group to perform work then you should fill in the name of your principal who is registered with Area & Access Control, the name of your contact person and the telephone number and/or his/her e-mail address.

3a) The persons (2 max.) whom you are appointing to apply for Schiphol Passes for persons and vehicles on behalf of your company/organisation should fill in their names and signatures here. These persons must be employed by your company. It is recommended that you appoint 2 authorised signatories in connection with the possible absence of one of these signatories.

4a) The director(s) with authority to sign and/or person(s) with power of attorney and authority to sign as filed with the Chamber of Commerce should place their signature and company stamp here. He/she hereby confirms that the persons referred to in "Appointed Signatories for Schiphol Pass Applications" are authorised to sign applications for Schiphol Passes on behalf of the company/organisation. This also applies in the event of a change in respect of one or more authorised signatories or one or more persons with power of attorney as filed with the Chamber of Commerce.

7a) This does not need to be filled in if your company/organisation is a temporary employment agency.
If the specified postions require the use of metal tools, you have to indicate the specific tools in the table "Authorisation specific equipment".

Change to previous registration

If you are already registered and would like to submit a change to the details as registered, then you do not need to fill in the sections 2, 5, 6 and 7.
We request to note the type of change in an accompanying letter.

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