

Company Registration

Conditions that Apply to Company Registrations for Identifications and Tools of Trade

These are the conditions under which your company may be registered by Sydney Airport Corporation Limited for the purpose of obtaining Aviation Security Identification Cards (ASICs), other Sydney Airport security identification cards or access control privileges for your employees. Your registration is subject to your acceptance of and compliance with these conditions.

- You must provide induction training for all of your employees, contractors and staff in relation to airport security, based on the Sydney Airport Security Awareness Guide and the Conditions of Issue and Use of an ASIC.
- You must notify Sydney Airport immediately on the termination of employment of any of your employees who hold an ASIC or other security or access card.
- You accept responsibility for the recovery of ASICs or other cards issued to your employees upon termination of their employment, and the return of those cards immediately to Sydney Airport in accordance with the Conditions of Issue and Use of an ASIC and Conditions of Issue and Use for a Sydney Airport Access Control Card.
- You agree that Sydney Airport may conduct mandatory routine audits of all security identification cards held by your employees and staff and you must provide Sydney Airport with such details as Sydney Airport may reasonably require in relation to the use of such cards, and the employment status of staff.
- The Sydney Airport charges associated with the application for and issue of ASICs and other cards, as determined by Sydney Airport from time to time, must be paid in full at the time applications are first presented to Sydney Airport for processing. Payment may be made by company cheque or credit card unless special arrangements are made prior to lodgement, and such charges are not refundable.
- NOTE: Submission of this application form is subject to final assessment by Sydney Airport Corporation Limited.

Failure to comply with these conditions may result in Sydney Airport cancelling your company's registration, or Sydney Airport delaying the issue of further ASICs or Access Cards (or access permissions) to your employees until you subsequently comply.

GUIDELINES FOR COMPLETING COMPANY REGISTRATION APPLICATION

Section 1

- All company details must be supplied.
- If company details change from the time of submitting a company registration, ID and Access Services must be notified immediately and new registration completed and re-submitted.

Section 2

- A primary signatory is an authorised signatory for ASICs and Sydney Airport security identification cards or access control privileges and is the contact for all correspondence from Sydney Airport ID and Access Services.
- A secondary signatory is an authorised signatory for ASICs and Sydney Airport security identification cards or access control privileges.
- An authorised signatory is a senior representative of the company who is registered with Sydney Airport ID and Access Services.
- You must notify Sydney Airport immediately of any changes to the authorised signatories.
- Please define primary and secondary signatory.

Section 3

- All companies are required to supply their account details for Sydney Airport to process any relevant refunds if required.

Section 4

- All companies with which your company has a contract (or provides services on a regular basis) must be listed in this section as well as the agreed contract period and a company contact. (Unless prior arrangements made with Sydney Airport).
- For each contract an end date is required, if contract is "ongoing" Sydney Airport requires update of contract every two years.
- A verification letter from each company on company letterhead listed in Section 3 must accompany this application.
- If no verification letters are attached, this form will be returned unprocessed to the company requesting registration.
- The letter must be date specific and support the information provided in this application.
- If there are discrepancies between the information provided by the company and what is included in the verification letter(s), processing of applications will not commence until it is rectified.
- Specific details of the work/service that is being performed must be listed in the letter. Ground handling is not a satisfactory description of works. Specific duties must be listed (e.g. Check-in, baggage etc).

Section 5

- T1 - Sydney International Terminal
- T2 - Sydney Domestic Terminal
- T3 - Qantas Domestic Terminal (access control managed by Qantas)
- Listing the specific areas in which works are to be carried out will ensure Sydney Airport ID and Access Services provides you with the appropriate access level.

Section 6

- Only registered signatories have the authority to certify application forms and submit requests for any changes. A primary and/or secondary signature is required for additional signatories.
- For new companies the certification is to be completed by a company director or authorised person.

**If you would like to discuss any part of this registration application please contact
Sydney Airport ID & Access Services on 02 9667 9301**

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