To: Security Section

From: ________________________________  (Name of Authorising Officer)
______________________________  (Title)

1. Request the issue of BMK key for: ________________________________
   For the period: ________________________________

2. Key to be issued to: ________________________________  (Name)
   From the Contract Firm: ________________________________  (Company/Section)
   For the purpose of: ________________________________
   ________________________________  (Nature of work)

3. The above person has been advised of his/her responsibility for RETURNING THE KEY AT COMPLETION OF WORK EACH DAY and of the consequences involving costs associated with the re-keying of the building should the key be lost.
   - Signature of understanding :
     ________________________________  (person signing out the key from Security)
     Name (print): ________________________________

4. Signature of P&F Authority: ________________________________
   Members Appointment: ________________________________
   Date: ________________________________

5. PHOTO IDENTIFICATION IS REQUIRED BEFORE ANY KEY WILL BE ISSUED