

Port Zimbali Estate
Home Owners' Association (NPC)
Access Application



Annexure E
Must always be attached to Annexure D
(Not applicable when the Main Contractor is a Member)
Main Contractor - Staff
 July 2021

Main Contractor's Particulars	
Company name: _____ Name of representative: _____ Identity number: _____ (Attach copy) Contact number: _____ Office telephone number: _____ E-mail address: _____	Main Contractor's certificate of acknowledgement Access to the estate will be denied to my staff if this form is not completed in full and signed. By virtue of my signature, I accept the conditions of entry for my staff by completing and signing this form. My signature also confirms my POPIA acknowledgement and undertaking as depicted elsewhere on this form.
	_____ Signature - Main Contractor
	_____ Date

Certificate of acknowledgement by Main Contractor

I agree to abide by the RULES of the Association, a copy of which I acknowledge is available to me on the website of the Association (www.pze.co.za).

Conditions of entry

1. Copies of valid RSA Identity Documents or valid Passports and Work Permits, as the case might be, of all relevant individuals, must accompany this application form.
2. Once access to the Estate is authorised entry is gained by scanning a finger print on a Gateway Device Reader. Should the Gateway Device Reader be unable to read a finger print of an individual, the Association will provide such individual with an Access Card.
3. Entry to Port Zimbali Estate by me, the Main Contractor, and all related individuals, is granted entirely at our own risk and it is expressly agreed that we can not hold Port Zimbali Estate Home Owners' Association or its employees and/or representatives liable for any loss or damage to person or property under any condition whatsoever, and I indemnify Port Zimbali Estate Home Owners' Association or its employees and/or representatives against any claim that may be made by any of the relevant individuals.
4. I, the Main Contractor, acknowledge and agree that I will be held accountable for damage of any nature caused by the me, and any individual related to the Main Contractor, to communal property of Port Zimbali Estate Home Owners' Association and/or the property of any other member of the Association, and hereby agree to pay any amount claimed from me in this regard when requested to do so by the Association.
5. Port Zimbali Estate in its entirety is a restricted area to which the right of admission is reserved.
6. Access cards, if issued, may only be used by the individual for whom it was issued. Should an Access card be lost, it must be reported to the Association within 12 hours of such loss.
7. On termination of service of a related individual by the Main Contractor, the Association must be informed so that the registered finger print can be suspended.
8. On termination of service of a related individual by the Main Contractor, if applicable, the access card issued to such person must immediately be returned to the Association.
9. Access authorisation will be programmed for access to the Estate for a period of 6 months - where after if required, I understand that I will have to issue renewal instructions to the Estate Manager. I also understand that should access authorisation not be utilised for entry to the estate for a period of 1 month, renewal of the authorisation will be required.
10. I hereby agree to abide by the RULES of the Association, a copy of which I acknowledge is available to me on the website of the Association (www.pze.co.za), and undertake to adhere to the Security Policy and Procedures pertaining to authorised access to the Estate as stipulated in the RULES of the Association.
11. I understand that the cost of access registration and/or access cards will be for my account.

Details of Access Cards required (Mark "Driver" with an "X" if the individual must be registered in the system as a "Driver")

No.	First name	Surname	Identity number	Driver
1				
2				
3				
4				
5				
6				
7				
8				
9				

POPIA acknowledgement and undertaking

We, the Main Contractor described herein, acknowledge that the employee's details are divulged to the Association in the normal course and scope of their employment in order to execute their employment duties. We undertake to bear the onus to make the Association's POPIA Policy available to said employees, to explain the reason for the processing of their personal information, and to advise them of their right to object to such processing. We acknowledge that the information divulged is only used by the Association for its intended purpose of access control to the Estate in line with the POPIA Policy of the Association, which is available on the Association's website.

Access Cards - if applicable			
	No	Amount	Total
Number of cards required:		R 200	R
	Total:		R

Acknowledgement of receipt - cards	
_____ Signature - Main Contractor	_____ Date

Every new access registration attracts a registration fee of R75 - no charge for renewals
 Every new access card, or replacement thereof, attracts a registration fee of R200 - no charge for renewals