

COMPANY APPLICATION FORM - PROFILE

The application form must be sent to this address :

Isavia ltd.
 c/o: ID-Office – Airport Security
 235, Keflavik Airport
 Iceland

Company Information	
Name:	
Company reg. no.:	
Company address.:	
Postcode:	
City:	
Telephone:	
E-mail:	

This company application form is used by Isavia to access and approve companies operating at Keflavik Airport.

The ID card office generally has eight days to process the application and will subsequently send either an approval containing ID-company number or a reasoned rejection.

Please fill in all fields

Tasks						
Describe the tasks the company is to perform at Keflavik Airport						
Date for end of task (if temporary):	D	D	M	M	Y	Y
Frequency of visits:	Daily		Weekly		Monthly	
Expected number of ID cards needed :						
Expected number of company owned vehicles airside:						

Management*	
Name:	
Position:	
Direct phone:	Mobile:
E-mail:	
Date	Signature and company stamp
*To be filled in by person from the company's management.	

COMPANY APPLICATION FORM - CONTACT COMPANIES / SPONSORS

Contact companies:

Company reg. no.:	Company name:	
Contact person:	Mobile:	
E-mail:		

Company reg. no.:	Company name:	
Contact person:	Mobile:	
E-mail:		

Company reg. no.:	Company name:	
Contact person:	Mobile:	
E-mail:		

Please add all contact companies at Keflavik Airport (use additional pages, if necessary).

The contact company is the company located at the airport needing the task performed, i.e. a local company that can verify the legitimacy of the task / sponsor.

Management*	
Name:	
Position:	
Direct phone:	Mobile:
E-mail:	
Date	Signature and company stamp
*To be filled in by person from the company's management.	

COMPANY APPLICATION FORM - RESPONSIBILITY AGREEMENT

The company's management:

- Must appoint a managerial employee as its ID card administrator and an alternate if possible, for the ID card officer so there will always be a person present who is authorized to make any necessary security-related decisions on behalf of the company
- Must submit a new RESPONSIBLE AGREEMENT in the event of any changes in relation to the ID card administrator or alternate

The ID card administrator/alternate

- Must keep updated on the rules and regulations applicable to ID cards and vehicle passes for the airport's airside area.
- May not order ID cards for subcontractors, etc.
- Must keep any ID card orderers updated on the rules and regulations applicable to ID cards and vehicle passes to the airport's airside area.
- Makes sure that application forms are correctly completed, readable and have enclosed the documentation stated in the application forms.
- Must forward updates in the event of a change in customer relationships, access and the like.
- *Breach of the above may result in the company's ID card administrator/alternate/ID card orderers losing their authorisation to manage ID cards and vehicle passes. Severe breach of the above may cause the company to lose the right to apply for ID cards and vehicle passes*

Management*	
Name:	
Position:	
Direct phone:	Mobile:
E-mail:	
Date	
Signature and company stamp	
<i>*To be filled in by person from the company's management.</i>	

ID card administrator

Name:	
Position:	
Company name:	
Postcode:	
City:	
Direct telephone:	Mobile:
E-mail:	
Date	
Signature	

Alternate

Name:	
Position:	
Company name:	
Postcode:	
City:	
Direct telephone:	Mobile:
E-mail:	
Date	
Signature	