



**PERSONAL DETAILS**

Full Names: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Title: \_\_\_\_\_ Initials: \_\_\_\_\_ Nickname: \_\_\_\_\_  
 Campus: \_\_\_\_\_ Staff No: \_\_\_\_\_  
 Department: \_\_\_\_\_ Job title: \_\_\_\_\_  
 Cost Code: \_\_\_\_\_ Room no: \_\_\_\_\_  
 Extension: \_\_\_\_\_ E-mail: \_\_\_\_\_

**TELEPHONE**

<b>Change of office and/or extension</b>	
<b>Application for new extension and telephone instrument</b>	
<b>Application for telephone PIN code to make outbound calls</b>	
<input checked="" type="checkbox"/>	<b>AREA FOR OUTBOUND CALLS</b>
<input type="checkbox"/>	Internal + speed dial numbers
<input type="checkbox"/>	National + Toll free numbers + Cell phones
<input type="checkbox"/>	International + Toll free numbers + Cell phones
<b>Call forwarding</b>	Ext _____ to be forwarded to ext _____ on "no answer"

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
APPROVED: HOD/DIRECTOR/DEAN  
(NAME IN BLOCK LETTERS)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

<b>For office use:</b>	XLS: _____	PIN Code: _____	<b>APPLICANT:</b>	
	RP User: _____	Call forwarding: _____		PIN code received: _____
	3C: _____	Date completed: _____		Date: _____
	RP Pin: _____			
	RP Station: _____			