

Authorisation Form

Access Form
Iron Mountain Customer Service
 Telephone: + 421 2 491 06 900
 E-mail: bratislava@emea.ironmountain.com



Date:		Name of applicant:	
Customer Number:		E-mail of applicant:	
Customer Name:	...	Phone Number of applicant:	
Division ID*:			
Class ID*:			

*If you are granting access to all divisions/classes please leave this field empty. If you intend to grant access only to certain divisions/classes please list them here.

Please list the personal data of those persons who may give orders and have access to the documents, boxes stored by Iron Mountain according to the criteria defined hereinabove. Provided that you already have authorised users, the persons listed below will be added to the current list of authorized users unless you requested the deletion of any previous authorized users.

	Name of Authorised User	Phone Number	E-mail	Destruction*	Password**
1				Yes / No	
2				Yes / No	
3				Yes / No	
4				Yes / No	
5				Yes / No	

* If you intend to grant access to the user to order the destruction of the documents, boxes stored by Iron Mountain (including the right to approve the destruction offer), please tick 'Yes', otherwise please tick 'No'. If you request the collecting, delivery and destruction of documents located at the Customer's site (billing codes 3530, 4461, 2727) such service order may be submitted by persons other than the authorised users indicated on this list.

** It is not obligatory to choose a password. The password may contain 10 characters maximum.

Authorised by:

Signing:

COMPANY SEAL

Filled by Iron Mountain

SafeKeeperPLUS refreshed by:		Date:
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Disclaimer

All changes in the access rights of the authorised users must be reported to Iron Mountain forthwith. Iron Mountain is not responsible for any failure to do so. Iron Mountain reserves the right to grant access to the Articles only after this form is filled and duly signed/signed by an authorised user.