



PERSONAL DETAILS

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

TELEPHONE

<input type="checkbox"/>	Change of office and/or extension
<input type="checkbox"/>	Application for new extension and telephone instrument
<input type="checkbox"/>	Application for telephone PIN code to make outbound calls
<input checked="" type="checkbox"/>	AREA FOR OUTBOUND CALLS
<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
<input type="checkbox"/>	Call forwarding Ext _____ to be forwarded to Ext _____ on "no answer"
<input type="checkbox"/>	Create short code Cell phone number _____

SIGNATURE OF APPLICANT

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

SIGNATURE

DATE

For office use:		APPLICANT:
XLS: _____	PIN Code: _____	PIN Code Received: _____
RP User: _____	Call forwarding: _____	Date: _____
3C: _____	Short code: _____	
RP Pin: _____	Date completed: _____	
RP Station: _____		