Form sheet for the modification of Staff List

(DataCenter services)

1. Customer's data

Company's name:			
Short name of the Company:		Customer code:	
Registered offices:			
Phone number:		Fax:	

2. Service Provider's data

Contract number and service identifier:	

3. New member(s) /item(s)/ of the Staff List

First name:		Surname:			
Company name:				Position:	
Number of photo ID card:	Personal identification card:			Authorization level:	☐ Console authorisation
	Driver's license:				☐ Hardware replacement authorisation
	Passport:				☐ Hardware removal authorisation
	:				☐ Approval authorisation
Telephone:		Mobile phone:		Email:	

4. Deleted member(s) /item(s)/ of the Staff List

First name:		Surname:			
Company name:				Position:	
Number of photo ID card:	Personal identification card:			Authorization level:	☐ Console authorisation
	Driver's license:				☐ Hardware replacement authorisation
	Passport:				☐ Hardware removal authorisation
	:				☐ Approval authorisation
Telephone:		Mobile phone:		Email:	

5. Conditions of modifying the Staff List

The Customer is responsible for updating the Staff List. The Service Provider may not be held liable for damages resulting from the deficiencies of the Staff List.

Filling in instructions

Please specify the data of at least one person who will subsequently have to identify themselves on the basis of the data provided here before entry and will only be granted admission on the specified level of authorisation if the submitted data match. If the identification is unsuccessful, the Service Provider will deny admission for security reasons!
It is necessary to specify the identification data of at least one photo certificate (personal ID card, driver's license, passport) which must be valid on identification.
At least one telephone number has to be submitted, the intention to enter may only be announced from a registered telephone number.
At least one level of authorisation has to be specified. The persons authorised to enter may have the following levels of authorisation:

a.) The person holding **console authorisation** may remotely access the Customer's server placed in the Console Room, but may not physically touch the server.
b) The person holding **hardware replacement authorisation** may request that the server be brought from the server room to an appointed room for repair, in addition, he also holds Console authorisation. (This does not apply to rented servers of the Service Provider's property!)
c.) The person holding **hardware removal authorisation** is exclusively authorised to remove equipment, and also holds Console and Hardware replacement authorisation. (This does not apply to rented servers of the Service Provider's property!)
d.) **Approval authorisation** In addition to the authorisation levels described in a.), b.) and c.) these persons may also hold approval authorisation. In possession of such authorisation the affected person may modify the personnel list, the a.), b.) and c.) authorisation levels specified therein, and may also issue temporary entry permission. Approval authorisation may only be granted or modified on the appropriate form, signed and sealed for the company.

The Customer shall send back this Modification which has been duly signed - or signed in exceptional and justified case by a person with authorization right or by the technical contact person - to the Service Provider's Customer Service (e-mail vip@invitech.hu).
The Service Provider agrees to carry out the modification within **2 (two) working days** from the receipt of the request. Should you need further information, call the Service Provider's Customer Service (+36 1 884 4242).

Date: _____, __|__|__|__|. __|__|. __|__|.

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Signature of Customer