

PART "B"

1. I certify that the above person is on the payroll of our organization.
2. The particulars given are correct and the applicant essentially needs Aerodrome Entry Permit in order to perform his / her duties.

Recommended for issue of AEP for zones [Tick (✓) where applicable] for a period up to ____/____/____.

A	D	T	S	P	B	F	Ft	C	Cd	Ci	Cs	I
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Terminal _____

Place: _____

Date: _____

(Signature of Authorized Signatory with Seal).

Name _____

Designation _____

PART "C"

(To Be Certified By the administrative Officer of the Applicants Department)

1. I certify that the above person is a PERMANENT / TEMPORARY employee of our organization.
2. The Service Book/Personal Files have been checked and the information furnished by the Applicant is found Correct / Not Correct (details to be mentioned in separate sheet)
3. Details of Vigilance Enquiries/Cases, if any: (details to be mentioned in separate sheet)
4. I hereby undertake to return the AEP to BCAS within one week after the applicant's need for the AEP officially ends.

NB: Delete inapplicable alternative.

(Signature of authorized signatory with Seal)

Date: _____

Name _____

Designation _____

Part "D"

Section (S) B-C: Reference or accountability details (To be completed by a referee/witness)	
Section B: Employment	Name of Agency:.....Applicant's job title:..... <ul style="list-style-type: none"> • Permanent contract: YES / NO if No, Please provide details of length of contract..... • Reason for leaving previous job..... • Name and address of previous employer.....
Section c:	<ul style="list-style-type: none"> • How long have you known the applicant?..... • In what capacity is he/she known to you?..... • Are you related to or cohabitante with the applicant? YES / NO • Is there any further comment you wish to take regarding the applicant?.....
Section I: Integrity – Tick (A) or (B)	
<ul style="list-style-type: none"> • A). The purpose of this reference is to ensure that person employed at airport are of the right integrity to work within airport. It is a criminal offence to make false statement for the issue of an identity document. To your knowledge, is there anything about the person name in this reference which suggest a lack of integrity or otherwise reflects on their suitability to hold an aerodrome entry permit allowing then access into sensitive areas? YES/ NO • if you have ticked YES please provide details:..... 	
<p>THIS ORIGINAL COMPLETED FORM MUST BE FORWARDED TO THE AUTHORIZED SIGNATORY ON A SINGLE A4 DOUBLE SIDED FORM. A SIGNED/STAMPED LETTERHEAD/PLAIN PAPER FROM THE REFEREE/WITNESS MUST BE ATTACHED.</p> <p align="right">BCAS H.O.</p>	