UNIVERSITY OF CAPE TOWN
IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

BAS03a – Third Party System: Prospective third party data request

Instructions

- This form is used to gather information from new UCT third parties and obtain their consent for its use according to their role.
- Completing the form:
  - **Section 1:** UCT requesters must complete section 1 before sending off to the prospective third party for completion.
  - **Sections 2 onwards:** Prospective third parties must complete from section 2 onwards, as applicable to their role, and return via email to the UCT requester (see section 1) in the UCT department/unit sponsoring your access as a UCT third party.
- Access is granted according to the UCT role model for third Parties.
- See also: BAS03ahlp | Conditions governing the issuing of third party identification and access control cards and visitor cards

1. UCT requester name and email address

Note: UCT requesters must complete this section before sending it to the prospective UCT third party.

Requester name		Email address	

2. Third party identification details

*ID Type		ID document		Passport	
*ID document/ passport number					
*Issuing Country					

3. Third party role and required access dates

*Role		Contractor/Consultant		Council Member		Physical access only
		Visiting academic		Visiting student		Warden family member
*Required access dates	Start date			End date		

4. Third party personal information

*Title		*Initials	
*First name		*Preferred name	
*Surname		*Personal email address	
*Cell phone number		Land line number	
*Postal address			
*Reason for account			

5. Department of Higher Education and Training / Statistical Information

Note: Only complete this section if your UCT third party role is *visiting academic* or *visiting student.*

* Date of birth		* Gender	
* Country of birth		* Highest qualification	
* Population group		* Disability requirements	

6. Physical access (only complete if required)

*Building access required		Request access to building
Building access notes		
*Library access required		Library access
*Parking required		Parking required

7. Network access (only complete if required)

*Network access required		Network access required
UCT email address required		Email required
Note: Only the *Contractor/ consultant* and *Council member* roles are eligible for an email address.		

8. Affiliation information

*Affiliate name	
*Affiliate contact details	

9. Prospective third party agreement

• I confirm that the personal and access information provided for the requested UCT third party account is correct and complete. • I agree that this information may be used for the purpose and duration indicated above.	
*Signature of third party	
*Date signed	