

Authorised Signatory's & organisations for whom Security ID cards are issued by a MAG Airport ID Centre are to ensure:

- That the relevant ID Centre is informed immediately when a Security ID card for a person becomes invalid & the holder no longer has a legitimate reason to enter the CP of the SRA.
- Security ID cards are recovered when there is no longer a legitimate reason for the holder to be given access to the CP of the SRA or to hold a Security ID card. Security ID cards are to be returned within 7 days of becoming invalid, to a MAG ID Centre.

All incidents of failure to recover invalid Security ID cards from persons are to be reported immediately to the relevant ID Centre & confirmed in writing using the relevant ID Centre 'Failure to Return a Security ID' form. Organisations are to ensure that a procedure is in place to recover Security ID cards on cessation of employment.

Note All Security ID cards issued by a MAG ID Centre remain the property of the issuing authority to whom it must be returned on expiry, cancellation or cessation of employment. Refusal to return a Security ID card will be considered as theft & should be reported to the Police as such. Organisations will be charged for any Security ID cards not returned within 60 days.

Org. Prefix

Security ID Card Holders Details			ID Centre Use Only		
	ID N°	Name	Reason for return	ID Received	Intls
1.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.				<input type="checkbox"/> Yes <input type="checkbox"/> No	

The enclosed Security ID cards issued on our behalf to the above named staff members are returned in accordance with the MAG Standard.

Name	Signature
Date	
Organisation	

AC2000 Updated

Yes No

Signature

Date