



FORM
NEW (SUB)CONTRACTOR
&
DESIGNATION
AUTHORISED REQUESTOR

<input type="radio"/> Lead Contractor:			
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<input type="radio"/> Sub Contractor:			
On behalf of Lead Contractor:		BTW nr	
Responsible Lead contractor:			
Duration of contract:	from		untill

Data (new) (Sub)Contractor

Adress:			
Country:			
VAT number:			
Invoice adress:			

Data authorised requestor 1

Name + First name:			
E-mail:			
Telephone number:			

Data authorised requestor 2

Name + First name			
E-mail:			
Telephone number:			

Data authorised requestor 3 (max 3)

Name + First name			
E-mail:			
Telephone number:			

Description of the nature and location of the activities for the (Sub)Contractor



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Declaration and Commitment of the (Sub)Contractor and the authorised requestor

The (Sub)Contractor and its legal representative, as well as the authorised requestors, hereby declare that they have taken note of the terms of use as set out in the [Airport Badge Regulations](#) and the [Acceptable Use Policy \(AUP\)](#). They fully accept the contents of these documents.

The authorised requestor undertakes to:

- Submit requests only for individuals who are actually performing work at the airport;
- Limit the requested access to the zones strictly necessary for the performance of the relevant role;
- Keep the application information accurate and up to date;
- Immediately report any theft, damage or (temporary) suspension of activities via Service Now;
- Promptly return all access means (badges, keys, driving licences) once they are no longer required*.

The legal representative ensures that the authorised requestors manage their files properly, in accordance with this document and the *Airport Badge Regulations*.

Brussels Airport Company and/or the competent authorities reserve the right to carry out regular audits of file management. These audits will verify whether the parties involved are acting in accordance with the applicable terms and regulations. In case of identified non-compliance:

- The mandate of the authorised requestor may be revoked;
- The (Sub)Contractor may lose the right to submit further requests.

This form must be fully and correctly completed, signed and returned by email to:

onlinebadgeportal@brusselsairport.be

Please also attach documents that demonstrate that the listed representatives are authorised to legally bind the (Sub) Contractor.

Brussels Airport Company reserves the right to share information with authorised third parties (such as law enforcement or government authorities) if necessary to comply with legal obligations or in response to a lawful request.

** When access is no longer required (e.g. upon termination of employment or assignment), the authorised requestor undertakes to immediately and spontaneously return access means such as badges, keys and driving licences to the front office of the Airport Service Centre, and to report this immediately via Service Now so that the Security Services can take the necessary measures.*

Drawn up aton/...../.....

Name & signature of the legal representative(s) and authorised requestor(s):