



Note: This is a Public document, however, it will be classified as a “confidential” document with customer information.

Company/Organization Name:			
Data Center Name:			
Filled by:		Date:	
E-mail:		Contact:	

Existing Main Contact list:

Full Name	Designation	Email	Contact No.	Emirates ID or Passport No.

Existing Authorized Visitors list:

Full Name	Designation	Contact No.	Emirates ID or Passport No.	Period (Date)

ADD/REMOVE Authorized Contact/Visitors List*
Customer should fill in the tables all details as required

ADD/REMOVE – To Main Contact List:

Full Name	Designation	Email	Contact No.	Emirates ID or Passport No.	Add/ Remove

ADD/REMOVE – To Visitors Contact List:

Full Name	Designation	Contact No.	Emirates ID or Passport No.	Period (Date)	Add

***Terms & Conditions:**

- e& enterprise Data Center has a restricted access policy. The customer and its authorized representatives may only access the Data Center facility.
- Customer MUST raise a Ticket via customer support portal (<https://managementservices.etisalat.ae/>) to grant access to the Data Center for each visit indicating the Date/time/purpose of visit.
- Customer must update Valid Emirates ID or Photo or Passport ID detail in authorized Contact list form, without Emirates ID or Photo/Passport ID Authorized contact list form will not be accepted.
- e& enterprise Data Center team has the privilege to grant/suspend access to the data center for any of the organization’s personnel.
- **Personnel listed in the “Main Contact List”:**
 - Will be the main company contact person for any operational issue.
 - Will be authorized to give access authorization to the Data Center facility for (Company/Organization staff, Subcontractors, or Vendors).
- Personnel listed in the “**Visitors Contact List**”, will have access to the Data Center based on the period mentioned in the form.
- For “**Temporary Access**” (one day access), the Customer should raise a Service Call ticket mentioning the (date/time, staff details & Purpose of the visit), and no need for this form in this case.
- Company/Organization will take full responsibility for any action while on e& enterprise premises.
- “**Authorized Contact List Form**” should be updated yearly by the customer and attached to the ticket or in the reply to support email for a yearly update.
- “**Authorized Contact List Form**” should be signed & stamped then mailed to support@dc.etisalat.ae
- Data Center shall not be held responsible for the activities carried out by individuals whose authorization is revoked and not updated to Data Center by the customer.

For any clarifications, please contact Data Center Toll-Free#800-4181

Signature	Company/Organization stamp