

RESTRICTED SYSTEM AGREEMENT AND SIGNATORY FORM No: SK.101
FOR RESTRICTED SYSTEM NUMBER: _____

I, (print name) Tel No: Mob:
of, (company) Account No:.....
at, (address)

Fax: Email:

Confirm our request for the installation of a restricted key system as discussed and detailed to our mutually agreed timetable, at the following property/premises.;

.....

The initial signatories approved to order locks and keys for this system are listed on page two.

All keys for this system will be individually numbered for personalized key control. The numbering system used for identifying **Barrenjoey System Keys** reveals the following information;

- 1/ All keys will have the clients system number.
- 2/ All keys will have the hierarchy or area level prefix.
- 3/ All keys are sequentially and individually numbered to register and identify the keyholders.

Additional keys and or locks will only be supplied on receipt of a duly completed order signed by an authorized signatory.

When installed and with hand over of the keys for your system, you will be supplied with a Security Folder for the retention of your system information. This Security Folder will also contain;

- a) PM5 – A System Details.
- b) PM5 – Doors / A list of all locking points within the system.
- c) PM5 – All Keys / A list of all keys supplied.
- d) PM5 – Matrix / A matrix of the system indicating which keys will access each lock point.
- e) BSG – Key Issue Form.
- f) BSG – Change of Signatory Form / Form SK.102 / 2 copies.
- g) BSG – Key Order Form / Form SK.201 / 2 copies.
- h) BSG – Lock Order Form / Form SK.202 / 2 copies.
- i) BSG – Our Key Personnel and Contacts information / 1 current copy.
- j) BSG – Our Company Compliance Information / 1 current copy.
- k) BSG – Our Client Account and Information Form / 1 copy.

We would also appreciate your completion of the attached client account and information form that will be retained and treated as confidential material.

Copyright for the systems intellectual property design and unique codes of the keys and locks remain the property of Barrenjoey Security Group Pty Ltd. BSG Company policy does not encourage system transfer. If and when this happens the client ends up with more than one company key in the mix of key heads that will access the system.

This can cause confusion. It may also become a serious legal issue for the responsibility or liability of keys supplied and keys on issue and or lock cylinder coding. This is in the event of any loss, unlawful entry, access, or personal injury that may involve, your insurance provider, the police or become an OH&S compliance matter.

Notwithstanding this, the system may be transferred to another “approved” locksmith following payment of an appropriate records transfer fee and disclaimer signed by all parties.

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SUPPLIED BY BARRENJOEY SECURITY GROUP Pty Ltd ABN: 98 002 752 105

Incorporating: Barrenjoey Locksmiths and Alarms Tel: 02 9938 6600 Fax: 02 9905 0229
 Head Office, 533 Pittwater Road (P.O. Box 203) Brookvale NSW 2100 Australia
 Additional forms can be downloaded from our web site www.barrenjoey.com.au

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Please retain this completed form in your Security Folder as your reference of current signatories authorized to order keys and additional locks for your keying system. Signatory #1 should be referred to as your Security Manager who would superintend all orders and related works to your system.

We recommend you have at least two signatories to your system. Single signatory systems can have problems when a key or lock modification is urgently required and the signatory is overseas or un-contactable.

Please speak with our Special Keying staff about our software program “**Key Manager**” that may be suitable for your system. It will streamline your orders and provide a mirror image copy of our records of your Locks, Doors and Keys.

The initial signatories approved to order locks and keys for this system are the following persons;

1.	Title	Bus.Ph	Category:
			Signature
	Name	Mob.Ph	
	Email	Home Ph	

2.	Title	Bus.Ph	Category:
			Signature
	Name	Mob.Ph	
	Email	Home Ph	

3.	Title	Bus.Ph	Category:
			Signature
	Name	Mob.Ph	
	Email	Home Ph	

Special Category: A – Can Add / Remove Signatory
 B – Limited – Can Remove Only
 C - NIL

All signatories should ensure each key or lock order is recorded in your key issue register or notified to your Security Manager to ensure all receipts and issues are duly recorded.
 All urgent orders should be backed-up with a phone call to our Special Keying Department at 02 9938 6600 to discuss the order urgency and time required.

Signed by the System Owner/Agent	Signed on behalf of Barrenjoey Security Group Pty Ltd
.....
Print Name:	Print Name:
Date:/...../.....	Date:/...../.....

Original copy held by BSG with system signatory records, Duplicate copy to system owner.