

University of KwaZulu-Natal -Telephone Department  
Application for a PIN code for the Telephone System

**Part A. This section is to be completed by all applicants.**

Surname: \_\_\_\_\_ Staff No: \_\_\_\_\_

First Names: \_\_\_\_\_ Title: \_\_\_\_\_

School/Division: \_\_\_\_\_ Extension: \_\_\_\_\_

Position: \_\_\_\_\_ Cost Code\*: \_\_\_\_\_

Email Address: \_\_\_\_\_

\* This Cost Code is required for Business Calls and will normally be your departmental code associated with the telephone account. However, it is possible to have these calls debited to another Cost Code. This is useful for research and consulting calls.

Desired Barring Level: I wish the *barring level* to be set to limit calls made using this PIN to:  
**(Select one only)**

- Local Calls only.
- Local plus other centre (Durban & Pietermaritzburg)
- All above plus National destinations over 50km.
- All above plus Cell Phones.
- All above plus International Calls.

**Part B. This part is to be completed if you wish to apply for a "Private Call" PIN.**

I wish to apply for a "Private Call" PIN in accordance with the following terms.

1. I understand that I can use this PIN to "unlock" my extension in order to make private calls.
2. I understand that I will have to use this PIN prior to making every personal call.
3. I agree to use this PIN to make all personal calls that are not related to my job.
4. I agree that I am responsible for the cost of all calls made using this PIN. (Irrespective of the actual identity of the dialing party.)
5. I agree that I will keep this PIN secret and will not divulge it to anyone.
6. I agree that the cost of all calls made using this PIN will be deducted from my salary.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant to sign Print Name

Witness: \_\_\_\_\_ Date: \_\_\_\_\_  
Witness to sign Print Name

Application accepted on the above terms  
Duly authorized on  
behalf of the  
University

\_\_\_\_\_ Date: \_\_\_\_\_  
Telephone department representative to sign Print Name

**Part C. This part is to be completed if you wish to apply for a "Business Call" PIN.**

I wish to apply for a "Business Call" PIN in accordance with the following conditions.

1. I understand that I can use this PIN to "unlock" my extension in order to make business calls.
2. I agree that I am accountable for the cost of all calls made using this PIN.
3. I agree that I will keep this PIN secret and will not divulge it to anyone.
4. I agree that the cost of all calls made using this PIN will be debited to the Cost Centre given below.
5. I have obtained permission from my Head of School / Division to use this facility.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant to sign Print Name

Head of School/Division: \_\_\_\_\_ Date: \_\_\_\_\_  
Head to sign Print Name

\_\_\_\_\_  
(I agree that the applicant may use this PIN to make business calls in keeping with the requested barring level)