



# **Application for Authority Card**

## **ALL FIELDS ARE MANDATORY**

	NEW Application	CARD Renewal		Card LOST / Replacement		
SI. No	Name	Passport. N	lo ,	DCL Account No	Signature	
1						
2						
3						
4						
5						
I the undersigned hereby authorise the above staff members to clear and forward shipments on behalf of our company until further notice and you are requested to provide/review authority card. The named holder of authority card in the Financial Column is authorised to perform Financial Transactions with dnata Cargo under the terms and conditions of under the terms and conditions of the Deferred Payment Facility Agreement between our company and dnata Cargo.  Attached are copies of their Passport along with 2 Passport size photograph as well as a copy of our Trade Licence.  Manager's Name						
Signature/Date Company Stamp						
FOR OFFICE USE ONLY						
Please Issue Authority cards for the above people :						
dnata - Cargo Administration Superintendent			Date			

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Application Type	Documents required		
New Application	<ol> <li>VALID Company Trade License Copy</li> <li>Passport Copies of the CARD Holder</li> <li>Employment ID Card</li> <li>** Passport Size Photo- 2 EACH</li> <li>***AED 150/- per card (3 cards are free per company)</li> </ol>		
CARD Renewal	<ol> <li>VALID Company Trade License Copy</li> <li>Passport Copies of the CARD Holder</li> <li>Employment ID Card</li> <li>** Passport Size Photo- 2 EACH</li> <li>*** Submit Expired Card</li> <li>AED 150/- per card</li> </ol>		
Card LOST / Replacement	1. A LETTER to be obtained from the Company Manager 2. Passport Copies of the SPONSER 3. VALID Company Trade License Copy 4. Passport Copies of CARD HOLDER 5. Employment ID Card 6. ** Passport Size Photo- 2 EACH 7. ***AED 200/- per card		

#### \*\* PASSPORT SIZE Photograph Specifications:

- The photo background must be WHITE
- Eyes must be open & clearly visible without the reflection of light
- NO head gear to be worn
- The photo should not include a frame
- The photo measurement must be 40x35mm
- The photo must not have any damage of staple pins, stains etc

\*\*\* Issuance of new card is limited to maximum 3 per company, if additional cards are required; these can be obtained at a cost of AED 150/- per extra card. Any replacement for lost or damaged cards will be charged at AED 200/- per card

#### Completed forms submitted to:-

M. Sasidharan Cargo Administration Superintendent Administration; 1<sup>st</sup> Floor, dnata Cargo Main Office Block F Freight Gate 5 Terminal Dubai Airport Freezone

Tel: +971 4 2111333(24 hours)

 ${\bf Email:} \ \ \underline{ sales@calogi.com\_or} \ \ \underline{ cargoadmindnata@dnata.com}$ 

Website: www.calogi.com or www.dnata.com

### **Between working Hours:**

Sunday to Thursday – 07:00 to 15:00 FRI & SAT- CLOSED

dnata Cargo shall be issuing authority cards valid for one year and the holder of the Calogi Authority Card is Authorized to clear forward shipment upon presentation of card. The holder is permitted to act on behalf of the Account Holder for any Calogi related transaction at any dnata FreightGate facility in Dubai upon presentation of the authority card together with a valid Calogi Job Reference. Any cancellations of authority, kindly return the authority card with covering letter for cancellation. The card is the property of dnata, to whom it should be returned if found to above address.

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