

**Annexure A**

DHET 2012

**REQUEST FOR AN OFFICIAL CELLULAR PHONE FOR SMS MEMBERS AND CELLULAR PHONES OR 3G CARD/PRIVATE CONTRACT FOR OFFICIALS BELOW SMS**

INSTRUCTIONS: Delete whichever is not applicable in areas marked with a "\*\*\*".

**A. APPLICANT**

\*Directorate/Chief Directorate/Branch: .....

Initials and Surname: .....

Rank: ..... Extension: ..... Room: .....

Request for: The acquisition of a \*cellular phone/3G card (Please indicate whether the request is for a cellular phone or 3G card).

Motivation: (If more space is needed, please continue on separate page.)

.....

.....

.....

.....

.....

**DECLARATION OF INFORMATION RECEIVED**

I am aware of the policy regarding the use of cellular phones/3G cards.

Signature: ..... Date: .....

**RECOMMENDATION**

Director:	Signature:.....	Date: .....
Chief Director:	Signature:.....	Date: .....
Deputy Director-General:	Signature:.....	Date: .....

**B. APPROVED/NOT APPROVED/AMENDED**

Comments: .....

.....

.....

Director-General: DHET Signature:..... Date: .....