

BANHAM

SECURITY

INSTRUCTIONS TO REGISTER A BANHAM KEY FOR COMMERCIAL PROPERTY

If you are a business or company, we need the following information to register the Banham keys:

- a commercial lease*
- an authorisation letter on company letter-headed paper, signed by a manager/director completed with the information in the template below

*if a lease is unavailable, the property owner can complete our 'AUTHORISATION FOR A THIRD PARTY TO REGISTER ON BEHALF OF AN OWNER' form.

The business/company employee coming to the showroom to register will also need to provide:

- the key for the property
- the Banham Gold Card (the card number must match the number on the key)
Additional gold cards can be purchased in our showrooms where authorised on this form
- photo ID (i.e. drivers licence or passport)

TEMPLATE LETTER (to be printed on company headed paper)

Date:

(This letter is valid within 30 days of the above date)

I authorise to carry out the Banham Key Registration procedure on my behalf for key number..... and also, to purchase number of keys and number of Banham Gold Cards where necessary.

Please find enclosed a current long lease for [*insert property address*].

[signature]

[Name]