

# TOA ALUMNI ACCESS STANDARD PROCEDURE

ALUMNI TO PRESENT IDENTITY CARD FOR VERIFICATION

## WITH ALUMNI CLUB CARD



FRONT DESK WILL PROCEED WITH REGISTRATION. BELOW DETAILS WILL BE RECORDED

1. FULL NAME
2. IC NO
3. MOBILE NUMBER



VISITOR PASS WILL BE ISSUED



ALUMNI CARD WILL BE OBTAINED TILL VISITOR PASS IS RETURNED UPON EXIT

## WITHOUT ALUMNI CLUB CARD



FRONT DESK WILL PROCEED WITH REGISTRATION. BELOW DETAILS WILL BE RECORDED

1. FULL NAME
2. IC NO
3. MOBILE NUMBER



VISITOR PASS WILL BE ISSUED



DRIVING LICENSE WILL BE OBTAINED TILL VISITOR PASS IS RETURNED UPON EXIT

## NOTE :

- **ACCESSIBLE ONLY TO LEVEL 11 ( LIBRARY )**
- **ACCESS TO OTHER AREAS REQUIRES APPROVAL FROM HOD**  
( LECTURER TO NOTIFY FRONT DESK VIA STAFF REQUEST OR EMAIL )