



Why is registering your dormakaba key system necessary?

Registering your dormakaba key system is your way of controlling and safeguarding the ordering of duplicate keys. Once registered, duplicate keys can only be ordered by following the selected procedure, i.e. via the authorised email address, accompanied by your company's official headed paper and all authorised signatures/signatories present.

Any orders received by dormakaba that do not conform to the authorisation procedure(s) stipulated by our customers are immediately put on hold until such time as the correct authorisation is given.

How to Register your Keys:

Please complete the key registration page opposite, tear off and return to dormakaba. A digital version of this card can be accessed by scanning the QR code below or by visiting www.dormakaba.co.uk/docs

Completed registrations can be returned to dormakaba at the address below.

Important information

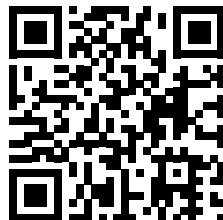
Please note that this registration card does not constitute an order form.

It is the responsibility of the registree to maintain their authorisation process. Any changes to the process, i.e. a change of personnel, signatory and/or email address, etc. must be communicated to dormakaba at the earliest possible convenience to avoid unwanted delays when ordering keys.

dormakaba will uphold the issued authorisation process until such time as we are notified to the contrary.

dormakaba Postal Address:

dormakaba, Lower Moor Way,
Tiverton, Devon, EX16 6SS
tel: (+44) 0870 000 5625
email: sales.gb@dormakaba.com



dormakaba KEY REGISTRATION





Key / Master
Plan Number

Key Registration (Return to dormakaba)

Company Name

Company Address

Telephone Number

Date of registration

Authorisation Method

Yes **No** (if yes, please provide authorisation email address)

Email Address

Headed Paper (please provide copy of your headed paper)

Signature(s) (please provide authorised signatures below)

SIGNATURE 1

SIGNATURE 2

NAME (Please print in BLOCK CAPITALS)

NAME (Please print in BLOCK CAPITALS)

SIGNATURE 3

SIGNATURE 4

NAME (Please print in BLOCK CAPITALS)

NAME (Please print in BLOCK CAPITALS)



Key / Master
Plan Number

Key Registration CUSTOMER COPY

Company Name

Company Address

Telephone Number

Date of registration

Authorisation Method

Yes **No** (if yes, please provide authorisation email address)

Email Address

Headed Paper (please provide copy of your headed paper)

Signature(s) (please provide authorised signatures below)

SIGNATURE 1

SIGNATURE 2

NAME (Please print in BLOCK CAPITALS)

NAME (Please print in BLOCK CAPITALS)

SIGNATURE 3

SIGNATURE 4

NAME (Please print in BLOCK CAPITALS)

NAME (Please print in BLOCK CAPITALS)