



# Telephone Personal Identification Number (PIN) Request Form

Enquiries +61 (0) 3 6232 3221

A Personal Identification Number (PIN) is required to make telephone calls from an Antarctic station, field camp or ship. All travellers (\*see exceptions below) are required to provide credit card details to facilitate payment of telephone charges whilst in Antarctica. For further information, please refer to Communications under 'Station Living' in the Expeditioner Handbook.

**A PIN cannot be issued until this information has been provided.**

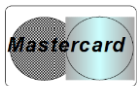
**\*AAD Employees, Bureau of Meteorology, Helicopter Resources & Kenn Borek Ltd are not required to complete this form**

Name: \_\_\_\_\_ Voyage/Flight No: \_\_\_\_\_

Address \_\_\_\_\_ Destination: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Contact No. \_\_\_\_\_



Credit Card No:



Expiry Date:   /

Name on card \_\_\_\_\_  
(BLOCK LETTERS)

I authorise the Australian Antarctic Division to process my telephone charges against the above credit card.

Signature \_\_\_\_\_

Office use only  
Telecommunications advised

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The Australian Antarctic Division provides ANARESAT, Inmarsat and Iridium satellite telephone services for official and personal use whilst in Antarctica. For details please refer to the Expeditioner Handbook. After a correctly completed form is received by AAD Financial Services - Accounts:

- The Telecommunications section will issue you a PIN to enable you to make personal telephone calls;
- The Telecommunications Section will provide you with access to the 'Telephone Accounting System' to look at your account at any time; - please check your account by the 10<sup>th</sup> of each month to ensure the telephone calls made against your PIN are correct;
- On (or within several working days) of the 10<sup>th</sup> of each month, accounts will produce a report from the 'Telephone Accounting System' showing all telephone charges for your calls made in the previous month;
- Accounts will process payments each month for your telephone charges shown on the above report against the credit card number you provide;
- The cost of personal telephone calls is your responsibility;
- All credit card details will be held in a secure location and only used for the payment of your telephone charges for the current season. Your credit card information will be security shredded after your final charges have been processed. NB: this may occur up to several weeks after your RTA (return to Australia);

**For queries, please contact +61 (0) 3 6232 3221 or extension 3416**