

RESTRICTED KEY SYSTEM ORDERING PROCEDURE



What is a Restricted Key System?

Restricted key systems are designed to give the system owner the highest level of protection against unauthorised key duplication. This is achieved by manufacturers using patents and design registrations to stop unlawful production of the key blanks as well as ensuring that their dealers (Locksmiths) adhere to strict authorisation procedures in the cutting of these keys. When a system is started, a signatory form is given to the owner of the key system. This form requires the customer to complete the contact details and sample signatures of the people that will be registered as the “Authorised Signatories” and returned to the Locksmith.

What information does CLASS Locksmiths need?

Complete all the details on our order form (Below) before sending it to us.

- System Number(s) - This is found stamped on the key required.
- Key Number(s) - This is found stamped on the key required.
- If ordering keys - Quantity of keys required. Each request must state the quantity of each key number requested
- If ordering cylinders - Details of lock location or description
- Printed name of Authorised Signatory
- Sample signature of Authorised Signatory
- Contact phone number of Authorised Signatory

How can the authorisation form be sent to CLASS Locksmiths?

- Original in person
- Original scanned then sent as an attachment by email to specialkeying@classlocks.com.au
- By fax - (02) 6239 1189

We are not able to accept incomplete forms or emails as authorisation.

How can others be added or taken off the authorised list of persons?

An Add/Delete Signatory Form available from the Downloads page on the CLASS Locksmiths website <http://www.classlocks.com.au/class-locksmiths/download/> must be completed. This form must be signed by one of the existing authorised signatories stating the name and contact details of the person/s to be added or removed from the authorised signatories list. If adding a new signatory, a sample signature of the person to be added is also required.

What if the existing signatories are no longer valid?

Every now and then a situation occurs where the existing signatories are no longer valid, or the signatory registration form was not sent back to us. In this situation you can download our form “Application to Change Ownership of Restricted Key System” from our [website](#) or contact us on 6280 6611 and we can fax it to you.



RESTRICTED KEY ORDER FORM

Contact name of Authorised Signatory: _____

Contact phone number of Authorised Signatory: _____

Address or location of key system including unit number: _____

COD or Account? Account name: _____

Contact details of person collecting keys: NAME: _____

PHONE: _____

Keys Requested

System Number	Key Number	Quantity

I declare that my signature is currently registered with CLASS Locksmiths as an authorised signatory for the key system/s stated.

Signature(s) Date: / /

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