

FOCAL POINT ASSIGNMENT FORM
Customer Detail and Booking Authorization Information
(To Be Completed by All Registered Users)

| | | | |
|--|----------------------------|---|--|
| 1. Name/Title of Organization and Abbreviation | | 2. Business Address in South Sudan | |
| | | | |
| 3. Official Phone Nos: | 4. Official Fax No: | 5. Official Email Address: | |
| | | | |
| 6. Name/Title/Designation of Officer(s) Authorized to Approve Staff Travel/Consignment of Cargo | | | |
| Name (In full) | Title/Designation | Sample Signature | |
| | | | |
| Email Address: | Tel No: | | |
| | | | |
| Name (In full) | Title/Designation | Sample Signature | |
| | | | |
| Email Address: | Tel No: | | |
| | | | |
| Name (In full) | Title/Designation | Sample Signature | |
| | | | |
| Email Address: | Tel No: | | |
| | | | |
| 7. Focal Point | | | |
| Name: | Office Mobile No: | Email: | |
| | | | |
| (Alternate) Name: | Office Mobile No: | Email: | |
| | | | |
| 8. Finance Contact | | | |
| Name: | Office Mobile No: | Email: | |
| | | | |
| <p>I, the Accountable Officer of the above mentioned organisation, certify that the information provided above is correct and the Officers names mentioned above possess the delegated authority.</p> <p> (Name in Full of Head of Organization) (Signature) (Date) </p> | | | |

Sample of Official Stamp

CONTACT DETAILS

Customer Details

| |
|---|
| Agency/Organization FULL NAME: |
| Agency/Organization ABBREVIATION: |
| Location, Street and Postal ADDRESS: |
| |
| Area/s of Operation in South Sudan: |
| |

Finance Contact

| |
|------------------------|
| Name: |
| Office Number: |
| Mobile Number: |
| Fax Number: |
| E-mail Address: |
| Name: |
| |

Focal Point Contacts

| |
|------------------------|
| Name: |
| Office Number: |
| Mobile Number: |
| Fax Number: |
| E-mail Address: |
| |
| |

(Alternate) Focal Point Contacts

| |
|------------------------|
| Name: |
| Office Number: |
| Mobile Number: |
| Fax Number: |
| E-mail Address: |
| |
| |

Customer Signature: _____ **Approved:** _____