

## **Restricted Security Key Rules**

Thank you for your selection of our Security profile key system. This system is Lockwood Generation 6 and has a patent life of about 50 years remaining so you can be assured of the security of your premises for many years.

The Rules surrounding the maintenance of it are as follows, and, after the initial installation, apply to any alteration, addition, or the provision of extra keys.

1. An order **In Writing** is required preferably on your company letterhead, signed by the administrator. We can accept an email or a Fax.
2. Where you have specified a password, we will require this as well. If the password is not supplied we will check back with the administrator to verify the authenticity of the written order.
3. Upon vacating your premises and the systems' devolution to the new tenant or owner, the system will only be transferred to them with your written order.

These conditions are absolutely required on every occasion. This is for your security and to ensure your system is not compromised. Please do not try to cajole our staff into deviating from it.

Upon the initial installation we will provide you with a hard copy of your System. This should be kept in the safe. We do not keep any hard copies, only the electronic copy, (encrypted and passworded) for your safety in the event of a breach at our office. If we have an electronic disaster, despite all backups, we will rely upon your hard copy to maintain and replicate your system.