**Visitor’s Pre-Clearance System**

All non-residents entering Kyalami Estates have to be booked as visitors through the visitors’ pre-clearance system. To do this, you will need to complete the pre-clearance access application form and the personalised password application so that we can assign a password to your household for pre-clearance purposes. These forms are available at the Estate office and can be downloaded off the website.

Please note: **Unannounced visitors run the risk of being turned away at the gates.**

There are 2 ways that you can pre-clear guests to your home, either by SMS or using the website pre-clearance facility.

1. **SMS System**

This is the easiest to use and by far the most popular option. The SMS number is **33282.**

Please enter the details in the following format:

* KE, space, number of times you expect your visitor to come into the Estate (1 should be the standard), space, visitors name.

 Example: **KE 1 JohnSmith**

* If you are booking your visitor for a future date, then after the entry number, space, date, space, visitors name.

 Example: **KE 1 30 JohnSmith**

1. **Log onto the website**

On the front page of the website, click the preclearance icon. Sign onto the website using your unique log in name and password. You will be required to enter your registered cell number, the date you expect your visitor, your visitors name and the number of entries they require (usually 1). Submit this information to receive the code for your visitor.

In all instances an SMS will be sent to your registered phone number with the entry code valid for that visitor. You can then forward the code to your guest for their access and exit from the Estate.

**How to book a large gathering**

If you are expecting a large number of guests for a once off function, please compile a typed list as follows: Residents’ name

 Stand number

 Password

 Contact Number

 Date of function – or function specification i.e. Johns Birthday

 Visitor’s names

Please bring or email your list to the Estate Office for assistance.