**Application Form for Parking Access Card at Human Sciences**

|  |  |  |
| --- | --- | --- |
| 1. | Name |  |
| 2. | Department |  |
| 3. | Staff No. |  |
| 4. | Mobile no. |  |
| 5. | Vehicle No. |  |
| 6. | Vehicle Type |  |

Signature:­­­­­­­­­­­­­­­­­­­­ ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Card Serial No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attention:**

**Rules and Regulations-**

1. Each staff is entitled to one access card only.
2. Only staff whose room/office is located at the Human Sciences Building is entitled to have the access card.
3. Cards that are lost or damaged through neglect will be replaced at a cost of RM 100.00
4. All lost access cards must be reported in writing to the Deputy Director
5. All access cards shall remain the property of the Kulliyyah.
6. The Kulliyyah reserves the right to refuse to issue access cards.

Approved / Disapproved

Deputy Director

Kulliyyah of IRKHS Date :\_\_\_\_\_\_\_\_\_\_\_