

VEHICLE ENTRY TOKEN FORM

Dated: - _____

Token No: - _____

I am:

Staff

Faculty

Student

Name: - _____ Designation/Student ID: - _____

Department Name: - _____ Contact No: - _____

VEHICLE INFORMATION -A				
Vehicle Owner Name:				
Vehicle Reg. No.	License No.	Make	Model	Color
MOTOR CYCLE INFORMATION -B				
Motor Cycle Owner Name:				
Motor Cycle Reg. No.	License No.	Make	Model	Color

Required Documents:

CNIC Copy

Copy of Service Card/Student I.D Card

Copy of Driving License

Terms & Conditions: -

- Tokens are provided free of cost on submission of this form (duly filled) along with required documents (one token per person).
- Tokens are not transferable between persons; they can be used only by the person to whom the token is allotted.
- Applicant must remove the token before selling the Vehicle & submit it to Transport Section of SMI University.
- Applicant must inform the Security Section of SMI University in case of vehicle theft.
- In case the vehicle is parked after University hours for emergency reasons, the applicant should submit the reason in written to the Security Section of the University & the duration of parking of vehicle in University premises.
- Applicant shall be responsible to carefully park the vehicle (duly locked) at the assigned parking space to avoid any untoward incident which shall not be the liability/responsibility of University.
- Tokens are issued to the authorized applicants for the purpose of entry in the University Premises & parking at assigned space without any liability on SMI University for any incidental & accidental damage, loss or theft.
- In case the token is lost by the applicant, additional token will be charged **Rs.1000/-** per token.

Applicant Signature

Concerned HOD Signature

FOR DEPARTMENTAL USE

Received by: _____

Date: _____

Remarks: _____

Transport Officer

Security Officer