**RFID CARD Proforma**

Card Type: New Replacement Renewal

Employee: Faculty Member Staff Research Associate

Student: Ph. D Masters Bachelors

Employee #/ Std. Reg No: CNIC #

Full Name: Mobile No.:

Email Address:

Designation/Degree Program (Class): Department:

The above information is true and correct to my knowledge and I have read all the terms and conditions for the issuance of RFID card and will fully abide by all the rules of the organization. I will not allow any other person to use my RFID card on my behalf and will be fully responsible for rules violation.

Date Employee/Student Signature

**Terms & Conditions:**

1. Attach Photocopy (both sides) of NUST Student Card/Employee Card before submission.
2. Card will be activated within a day after submitting the above proforma.
3. In case of lost, theft or damage there is a surcharge of Rs. 300/- for replacement card.
4. This card will remain the property of NUST SEECS. Lost, stolen or damaged card must be reported immediately to the RFID Admin.

**Research Lab Authorization**

Lab In-charge Full Name:

Research Lab Name:

Office Extension: Mobile Number:

\*Requested Access Duration (Optional):

\*Note: Access duration will be set to the minimum of duration specified in RFID SOP & the requested duration.

Date Lab-Incharge / HoD / Supervisor Signature

**For Official Use Only:**

RFID Card No.:

Issuance Date: Expiry Date:

Date RFID Admin Signature