

Contractors / Tenants Access Card & Vehicle Entry Permit Application Form

Instructions:

Please complete this form and return it, along with all supporting documents, to the Card Office on your respective campus.

Office Hours:

Monday – Friday: 08h00 to 15h30 (13h00 – 14h00 Lunch)

Edg: 031 260 2225

Hcc: 031 260 1427

Med: 031 260 4239

Pmb: 033 260 5254

Wst: 031 260 7965

Access Card? ☐ Yes ☐ No

Vehicle Entry permit? ☐ Yes ☐ No

COMPANY/ORGANISATION NAME

APPLICANT INFORMATION

First Name		Last Name	
ID / Passport No.			
Contact No.			
Email Address			

VEHICLE INFORMATION (if applicable)

Vehicle Registration		Vehicle Colour	
Vehicle Make		Vehicle Model	

SUPPORTING DOCUMENTS (please attach where applicable)

☐ Copy of ID / Passport

☐ Copy of Driver's License

☐ Copy of PDP (Taxi's)

I, hereby confirm that the information provided is true and correct and that I agree to comply with all the university rules and regulations, security protocols, and access control policies. I understand that:

- The access card remains the property of the University of KwaZulu-Natal.
- Misuse of the access card may result in access removal.
- Lost or damaged cards must be reported to the Card Office immediately.
- A replacement card fee of R100 will apply.

Applicant Signature:

Date:

UKZN AUTHORIZATION (IPP/CMS/Faculty Manager/H.O.D)

Authorised by		Date	
Designation		Signature	
Access Start Date		Access End Date	

FOR OFFICE USE ONLY

Date Issued		Paid	R	Receipt No.	
Access Card No.		VEP No.	P		