THE CHINESE UNIVERSITY OF HONG KONG

Validation Passes
for Official Visitors' & Part-time Appointees' Parking
Requisition Form

(To be completed and returned to the Security Unit, or faxed to 2603 5095)

To: Security Officer

This Department/Unit would like to obtain the following number of validation passes for part-time teaching appointees and visitors/drivers visiting the Department/Unit on official business.

1. Name of Department/Unit: .....

2. No. of passes applied for: ☐ 10 ☐ 20 ☐ 30
(Please ✓ as appropriate ☐.)
☐ over 30 passes
(Please state reason)

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.....

Form completed by: *(Name)* ..... *(Signature)* .....
(Tel.) ..... *(Fax)* .....
(Date) .....

Endorsement by Head of Department/Office/Unit

(Name) ..... *(Signature)* ..... *(Date)* .....

- ***** *Head of Department/Office/Unit shall be responsible for ensuring that all un-used validation passes would be kept safely within the Department/Office/Unit and issued only to part-time teaching appointees or visitors visiting the Department/Office/Unit on business and with a parking ticket.*
- ***** *Allow 2 working days for processing of new passes.*
- ***** *Please return counterfoils for auditing purpose in exchange for new passes.*

(For Security Unit Use)

Passes Number..……...….....to……..... Issued by ..... Date: .....….....

Received by: ..... Official Chop: Date: .....