

**UNIVERSITY OF PRETORIA
SECURITY SERVICES**

**APPLICATION/RENEWAL FOR CONTRACTOR CARDS AND PARKING DISC
APPLICATIONS 2016**

Company information:

Company name: Telephone number:
 Contact person (management):.....
 Contact person (accounts): Telephone number
 Contact e-mail address: Contact fax number:

Information regarding the contract: (* this information is compulsory, no application will be processed if not duly completed)

- * UP department responsible for the contract:
- * UP Project Manager/Contract Manager/contact person (initials and surname):
- * Personnel number of the UP Project Manager/Contract Manager/contact person:
- * Name of project..... or General Maintenance:
- * Expected duration of the project:.....
- * Quota negotiated with UP for parking discs (only one disc per person on the list is permitted):.....

List of employees (including management) (**copies of identity documents or in the case of non-SA citizens copies of passports, valid work permits and valid SAPS criminal record clearance certificates, not older than three months attached**): **No applications will be considered without these documents.**

Card no If appl	Title	Surname & initials	ID number	Period of contract	Parking disc forms attached

Rules and regulations regarding contractor's cards:

1. The contractor needs to ensure at all times that all employees are in possession of a contractor's card and that it is worn visible. Security Services has the authority to do random checks in this regard and is allowed to remove any worker who does not obey these regulations without further notice.
2. Where large contractor companies are involved, subordinates need to be accompanied by their supervisors for the renewal and replacement of their access cards.
3. Contractor cards must be swiped at the gates upon entrance and exit of all UP premises.
4. The contractor is responsible for the orderly administration and maintenance of all contractor cards issued to the company.
5. The law pertaining to Right of Admission Act 53 of 1985 will apply at all times to the UP premises.
6. The contractor is responsible to inform the Client Service Centre and Security Services of resignations or dismissals of personnel.
- 7. No registered students are allowed to appear on this list without prior arrangement with Security Services.**
8. An amount of R50 per card is payable by the contractor. No cards will be provided without proof of payment. A prior arrangement with the Client Service Centre is required before contractor's cards can be issued on invoice. Full names, telephone number, fax number and email address of person responsible for accounts settlement are prerequisites before contractor cards can be issued on invoice.
9. Should motor access be required, the attached parking disc form needs to be completed as well, clearly indicating the company name. Only a limited number of discs per company will be approved.

The rules and regulations as stipulated in the Traffic Regulations of the University of Pretoria will apply to all contractors and is available on the UP Web. Fines issued due to a violation in this regard is payable by the legal entity of the relevant contractor, should the employee fail to do so.

Responsible person
Contractor

Signature

Date

UP Responsible manager

Signature

Date

Recommended and approved by the Department Security Services

Director: Security Services

Date

UNIVERSITY OF PRETORIA

Please attach this form to the application form for contractors cards and send it through to Security Services, Administration building, R2-91. This form must be duly completed and signed.

CONTRACTOR'S DISC APPLICATION		
Company:	UP Responsible person & Department:	
Contractor card number:	Surname:	Initials:
Title:		
Telephone number (work):	Home/Cell:	
Vehicle particulars		
1. Registration number:	Make:	Model:
<p>The rules and regulations stipulated in the Traffic Regulations of the University of Pretoria will apply to all contractors and is available on the UP Web. Fines issued due to a violation in this regard is payable by the legal entity of the relevant contractor, should the employee fail to do so.</p> <p>Herewith I, the undersigned, apply for the issue of a parking disc for the abovementioned vehicle and state that the information provided above is true and exact and commits myself to the parking and traffic rules as specified in the Traffic Ordinance of the University of Pretoria. I state that the disc will not be used on behalf of or will not be transferred to someone else. I further declare that I am not a registered student at the University of Pretoria.</p> <p>The law pertaining to Right of Admission Act 53 of 1985 will apply at all times to the UP campuses. Only one disc per person will be permitted.</p> <p style="text-align: right;">SIGNATURE: _____ DATE: _____</p>		
<p>I acknowledge receipt of above-mentioned parking disk.</p> <p style="text-align: right;">SIGNATURE: _____ DATE: _____</p>		

CONTRACTOR'S DISC APPLICATION