

	<p align="center">APPLICATION FORM FOR CAR STICKER</p>	Document No.: FM-AO-02-01
		Effective Date: July 28, 2017
		Supersedes: FM-AO-02-00
		Page: 1 of 2

APPLICANT IS ☐ STUDENT ☐ FACULTY ☐ NON-TEACHING

NAME OF APPLICANT _____

ADDRESS: _____

If Student: Course & Year _____

ID Serial No.: _____

If Faculty: School: _____

Contact No.: _____

If Employee: Dept.: _____

Position _____

VEHICLE: _____ Plate No: _____

Make: _____

Model/Series: _____

Year: _____

Body Type: _____

Color: Top: _____

Trim: _____

REGISTERED OWNER: _____

Relation to Applicant: _____

Address: _____

NAME OF DRIVER _____

Relation to Applicant: _____

Relation to Owner: _____

THIS APPLICATION MUST BE ACCOMPANIED WITH PHOTOCOPY OF THE FOLLOWING:

- | | |
|--|---|
| 1. Xerox Copy Certificate of Registration | 4. Xerox Copy Driver's License |
| 2. Xerox Copy Official Receipt of Registration (Renewal) | 5. Xerox Copy M.U. Employees I.D. |
| 3. Xerox Copy Certificate of Matriculation (C.M)
& Cardinal Plus I.D. (for student) | 6. Official Receipt of Payment- Car Sticker |

I hereby bind myself, upon approval of this application to abide by all parking rules and regulations imposed by the Mapúa University.

(Signature of Applicant)

DO NOT WRITE BELOW ON THIS LINE

Name: _____

Dep't/Student No.: _____

Quarterm: _____

Year: _____

Car Sticker#:

Date of Release/Installed:

Color: _____

By: _____

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PARKING RULES & REGULATIONS

1. No Sticker – No Entry is strictly enforced.
2. Car Sticker will be placed on the left side of the vehicle's windshield. Tampering of the car sticker will be dealt accordingly.
3. Upon entry, stop at the Security guard(s) stationed at the Main Entrance Gate.
4. For your own safety and security, you are required to roll down the window, open your trunk compartment and your passenger doors (if necessary) for search and inspection. This may also be conducted upon your exit.
5. Observe the 10kph speed limit inside the school grounds. Violators will be issued a notice which can be a ground for revocation of your parking privileges.
6. Damage or injury to persons or property caused by vehicles within the compound shall automatically mean that the parking permit of vehicles involved shall be suspended until such time that the investigation has been completed and the responsibility thereof is established.
7. Park your vehicle properly between the lines on the designated parking zones.
8. Reserved parking slots are for officers. While the open parking slot will be on the "first come, first served basis."
9. Do not leave any valuables inside the vehicle.
10. Washing of cars is not allowed inside the campus.
11. Turn off the engine once you are parked properly. Idling of engine and pumping of accelerator/revving of engine is discouraged.
12. Unnecessary noise coming from cars and other vehicles such as burglar alarms, stereos, and/or other gadgets while inside the school compound is prohibited.
13. Please notify CDMO if there will be a sale or transfer of vehicle ownership.
14. For students, valid ID/s must be shown to the security guard upon entering the compound. Passengers including the driver who are not students, faculty members, or employees shall be required to get visitor's ID. If the person is a constant driver or passenger of the vehicle, the employee shall be required to write a letter to the Admin. Office for a quarterly pass.
15. Employees, tenants, and students shall not be allowed to park their vehicle overnight unless they are permitted by the Administrative Officer/CDMO Head. Car key should be surrendered to the Security Office.
16. The university shall not be held liable for any loss or damage to your vehicle and the contents thereof and for any damage caused by such vehicle or driver thereof.

I have read the above rules and regulations covering CAR STICKER issued to the undersigned. I understand that any violation of the foregoing rules and regulations shall be sufficient ground for the immediate cancellation of the parking privilege inside the campus.

I hereby allow/authorize Mapúa to use, collect and process the personal information stated above for legitimate purposes specifically in relation to my application for a vehicle sticker, and allow authorized personnel to process the information.

Conforme:

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Sign Over Printed Name	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Employee/Student No.	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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Please accomplish this back to back form in two copies upon submission to CDM Office.