

**SRMIST – ESTATE OFFICE**

**CAR / TWO WHEELER PASS REQUISITION FORM**

1.	Name of the Staff / Student	:	
2.	Designation	:	
3.	Faculty / Institution Name (Engineering / Medical / S&H/ Health Science/VEC/VPT/SRMPT/ARTS COLLEGE	:	
4.	Department	:	
5.	Car/Two Wheeler Details	:	

Make	Model / Colour	Registration No	Remarks

6. Pass no: (Issued from Estate Office):

**Note:**

- **Enclose photo copy of ID card (SRM).**
- **Enclose photo copy of driving license.**
- **Enclose photo copy of RC book.**
- RC book should be in the applicant's name.
- In case vehicle is not in your name, submit an authorization letter.
- Pass will be issued to SRM staff / student only and it is not transferable.
- Each requisition form is applicable for only one vehicle.
- In case you plan to use more than one vehicle, apply passes for those vehicle too.

Venue to submit forms:

**Gate no: 6, Maintenance department,  
Behind post office,  
Main Campus SRMIST.**

**Signature of Staff / Student**

**Signature of HOD**

**Signature of Institution / Faculty Head**