



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

Kudu Card Office

Application/Renewal of Vehicle User Kudu Card



IMPORTANT

An Access Card for a vehicle will only operate the vehicle booms and/or gates after a valid parking permit has been purchased from the Parking Office (Solomon Mahlangu House, Ground Floor)

Does the Vehicle qualify for a card?

Vehicles owned by the University or by businesses contracted to the University should be issued with an Access Card.

Please refer to the Technical Security Solutions website for Card Pricing

<https://www.wits.ac.za/about-wits/visitor-information/visitor-information-access-to-campus>

Only pay the fee if a new card is to be issued.

How to pay

Your application can be funded by one of the following:

University Department:

You need to bring an Internal Requisition made out to Technical Security Solutions, 001.257.4131102.5123037.000000.0000000000.0000
Future: 0333

External Business:

You need to go to the Cashier's Office on the ground floor of Solomon Mahlangu House and pay for an "ACCESS CARD", the cashiers know what AKF to pay it into. Attach your receipt, as proof of payment, to the printout of this form.

Renewal

Renewal of a card is FREE.

Payment must be made if a REPLACEMENT card is to be issued.

What you need

- The form must be signed by a Wits Head of Department/School.
- As the Primary Key Holder, your signature must be on the form.
- Make sure the details are correct.
- Take with you, to the Kudu Card Centre (Solomon Mahlangu House Concourse):
 - ✓ Proof of payment (receipt or Internal Requisition) or
 - ✓ Existing Kudu Card when renewing

UNSIGNED FORMS WILL NOT BE CONSIDERED.

**For more information please contact
The TSS Office, 71-71870/2**



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VEHICLE INFORMATION

Vehicle Registration _____
 Make and Model _____
 Card Permit Number _____ (Renewal)

PRIMARY KEY HOLDER INFORMATION

Name and Surname _____
 Staff Number _____
 Phone Number _____

Dates of Required Access: Card will Expire on **13 March 2023**

NOTE: A valid Parking Permit must be purchased through the Parking Office before the card will be activated at the relevant booms and/or gates.

Signature of Key Holder _____
 Date DD-MMM-20YY

HEAD OF UNIVERSITY DEPARTMENT/SCHOOL INFORMATION

I Confirm that the above vehicle and key holder information is correct and that the Vehicle is eligible for access to the University as it is the property of a Business or Institution and that I will inform the Kudu Office should the period of access mentioned above changes.

Name _____
 Department _____
 Telephone Number _____
 e-Mail Address _____

Signature _____
 Date DD-MMM-20YY

OFFICE USE		
ICAM Number	_____	Permit Number _____
Processed by	_____	Date <u>DD-MMM-20YY</u>