

**OFFICER/FACULTY /STAFF GUESTS /VISITOR REQUEST PROFORMA**

(See Instructions below)

Following guests will be visiting BUIC:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

Purpose: \_\_\_\_\_

**Guest Bio data (Mention extra names on back or attach extra sheet)**

S#	Name(s)	CNIC No

**Guest Vehicle Registration No:** \_\_\_\_\_ **Colour:** \_\_\_\_\_

**Host Person**

Name: \_\_\_\_\_ Desig: \_\_\_\_\_

Cell# \_\_\_\_\_ Ext: \_\_\_\_\_ Deptt" \_\_\_\_\_

Signature: \_\_\_\_\_

**Approved/Not approved**

**DD (SECURITY)**

**For Reception Staff Use only**

Time In: \_\_\_\_\_

Time out: \_\_\_\_\_

**OFFICIAL GUESTS / FOREIGN VISITOR PROFORMA**

(See Instructions on Reverse)

Following foreign guests will be visiting BUIC:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Venue: \_\_\_\_\_

Purpose: \_\_\_\_\_

**Guest Bio data (Mention extra names on back or attach extra sheet if required)**

S#	Name(s)	Country /Nationality	Passport No

**Vehicle Registration No** \_\_\_\_\_ **Colour:** \_\_\_\_\_

**For VIP Vehicles: Name of Driver:** \_\_\_\_\_

**Host Person**

Name: \_\_\_\_\_ Desig: \_\_\_\_\_

Cell# \_\_\_\_\_ Ext: \_\_\_\_\_ Dept" \_\_\_\_\_

Signature: \_\_\_\_\_

**Respective HOD**

**Approved/Not approved**

**DIC**

**DD (SECURITY)**

**For Reception Staff Use only**

Time In: \_\_\_\_\_

Time out: \_\_\_\_\_