



Internal Memorandum

for MSE 2/F Wet Lab and BOC 7/F lab Smart Lock Registration form

Name:	_____		_____		<input type="checkbox"/> New Application <input type="checkbox"/> Extend Contract <input type="checkbox"/> Add Room / Equipment <input type="checkbox"/> Change Card <input type="checkbox"/> Change Supervisor <input type="checkbox"/> Stay overnight <input type="checkbox"/> others
	Last Name (in English BLOCK letter)		First Name (in English BLOCK letter)		
中文姓名	_____		_____		
	姓 (in Chinese letter)		名 (in Chinese letter)		
Status:	<input type="checkbox"/> Faculty		<input type="checkbox"/> Technical Staff		<input type="checkbox"/> PhD Student
	<input type="checkbox"/> Research staff (SRF / RF / PDF / SRA/ RA /TA / _____) *** Undergraduate/Master Student is NOT Allowed to Apply ***				Others _____
CityU ID Card No.:	_____		CityU EID:	_____	
Valid period:	From	/DD /MM /YY	To	/DD /MM /YY	
Email address	_____			Contact phone no.	_____
Safety Training date	MSE Safety induction finished on:			/DD /MM /YY	Verified by
	CANVAS Web-based finished on:			/DD /MM /YY	
Risk Assessment form submission date:				/DD /MM /YY	

Research lab access		MSE facilities lab access	
Room no.	Endorsed by Room-in-charge (supervisor)	Room no.	Endorsed by technical staff-in-charge

Signature of applicant	_____	Date:	/DD /MM /YY
Supervisor approval:	_____	_____	
	(in English BLOCK letter)	Signature	

FOR OFFICE USE ONLY	Form received date:	/DD	/MM	/YY
Endorsed by Smart Lock system administrator	_____	/DD	/MM	/YY
	Signature			