

WELCOME MESSAGE

Welcome to Kiambu Institute of Science and Technology (KIST)

We take this opportunity to congratulate you on having been able to secure a place in KIST one of the best institutes in the country. As a trainee, the Institute will offer you many opportunities and challenges that are all aimed at providing you with an environment within which to grow and realize your full potential.

KIST, like any other Institute of higher learning, has through its Board of Governors formulated guidelines to ensure the smooth running of trainee's every day activities. The guidelines have taken into consideration the multidimensional experience in the life of a trainee. While you will be expected to excel academically, you should also take full advantage of the available resources to grow morally, socially and in every other respect to become a wholesome individual.

The Institute expects that you will be able to manage time, money, freedom and any other resources entrusted to you. While in KIST, learn to think critically and ask questions. It is also expected that you will take time to cultivate relationships that shall add value to your life as well as to the entire society.

When faced with any challenge you may consult with the following officers the Dean of Trainees, Guidance and Counseling Coordinator, the Registrar, HODs and Lecturers.

This guide has been broken down into rules and regulation that should serve as a point of reference in your everyday activities. Read it carefully and internalize its content. If you follow these guidelines you will be assured of a peaceful coexistence in KIST.

May the Almighty God bless your stay at KIST.

SAMMY K. WAITITU
PRINCIPAL

1.0 INTRODUCTION

These regulations are formulated by the Board of Governors in accordance with Kenyan constitution and the provisions of the TVET Act 2013 whose object and purpose is to provide for the control, governance and administration of KIST.

Every trainee shall be required to read these regulations and to sign a declaration appended hereunder, before being registered. This will be a commitment that the trainee has understood the contents and meaning hereof and undertakes to be bound thereby.

1. Nothing in these regulations shall prevent the Institute from requiring any trainee to execute any bond, assurance or undertaking to be of good conduct throughout his/her stay at the Institute.
2. Such bond, assurance or undertaking when required and executed shall have same effect as if it were part of these regulations.
3. For the purpose of these regulations, the term “trainee” means and includes any person who has been formally admitted to a course of study in the Institute.

2.0 THE GENERAL CONDUCT OF TRAINEES

The following provisions shall apply with respect to the conduct of trainees within and so far as applicable outside the Institute:

1. All trainees are enrolled on the strict understanding that they will comply with all rules and regulations issued by the Institute.
2. Trainees are obliged to remain accountable to the Institute in respect of their relationship with members of the general public and ensure that:
 - (i) All correspondence to the press or other mass media by trainees or officials of the trainees’ council within the Institute in their individual capacities shall bear their names and private addresses.
 - (ii) All public statements affecting the Institute which are intended to be issued on behalf of any organization of trainees shall be channeled through the Principal.
 - (iii) Invitations of Government officials/ county officials, political leaders, Representatives of Foreign Governments or other public personalities to visit the Institute in their official capacities shall be channeled through the appropriate institute authorities.
3. All trainees are expected to conduct themselves in accordance with the highest standards of integrity, personal discipline, morality and in particular, shall:
4. Respect and adhere to the administrative and academic procedures established by the Board of Governors for the control, governance and operations of the Institute.
5. Respect the rights and privileges of members of the Institute community at all times.
6. Refrain from any conduct that might bring the Institute or any section or programme thereof to disrepute or public ridicule.

7. Conduct themselves in all public places with such humility and dignity as befits their status as trainees.
8. Refrain from all acts of hooliganism, unruly or rowdy behavior (including fighting) emission of unreasonable or excessive noise, or conduct likely to cause annoyance or disturbance to others within or outside the Institute.
9. Television sets and music systems are not allowed in the Hostels.
10. Trainees shall not tamper with firefighting appliances, electrical fittings and any other fittings and fixtures wherever installed.
11. Trainees shall not misuse or willfully damage or destroy, personal, public or Institute's property, otherwise a trainee or groups of trainees shall bear full responsibility thereof.
12. Trainees shall not drink alcohol, be drunk or possess the same within the Institute.
13. Trainees shall not use, abuse, misuse and possess drugs that are prohibited by the law.
14. Trainees shall not keep motor vehicles or motor-cycles in the Institute premises without the written permission of the Institute. Such permission may be denied or withdrawn without giving any reason thereof.
15. Trainees shall not engage in sexual activities at the Institute. If this happens, it will lead to suspension pending decision of the Disciplinary Committee.
16. Trainees shall not Steal or handle stolen property. This is an offence and shall lead to suspension pending decision of the Disciplinary Committee.
17. Writing/ painting/ drawing or fixing materials anywhere on the compound is prohibited (graffiti). Any trainee found guilty of such an offence shall be expected to remove such material and repaint the surface.
18. Any conduct that is a nuisance to other trainees or causes a breach of the peace is prohibited e.g. loud music, shouting, screaming etc
19. Any complaints or grievances shall be channeled through the trainees' representatives to the Dean of Students or respective HOD.

3.0 THE DISCIPLINE OF THE TRAINEE(S)

The following provisions shall apply to all disciplinary actions taken against trainees in respect to disciplinary offences specified herein, whether such offences are committed within or outside the Institute.

3.1 DISCIPLINARY AUTHORITY

For the purpose of these regulations, the Principal, acting on behalf of the Board of Governors, is the disciplinary authority of the Institute and may in that capacity: -

1. Vary or add to the list of disciplinary offences specified herein, with approval of the Board of Governors.
2. Suspend a trainee proved to have committed disciplinary offence pending disciplinary action, in consultation with the disciplinary committee.
3. Take any other measures necessary for the proper operation of disciplinary procedures set out herein.

3.2 DISCIPLINARY OFFENCES

Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations: -

1. Boycott of scheduled lectures, tutorials, practical lessons and other courses of instruction and assault or issuance of threats to the trainees in contemplation or furtherance of any such boycotts.
2. Assault of members of staff, trainees or a member of the public and or use of abusive language.
3. Any form of picketing or organized obstruction of trainees and or staff in any manner whatsoever.
4. Any attempt to conceive, design or affect any scheme or strategy of whatever nature whose object or logical consequence is to disrupt the due operation of KIST programs.
5. Malicious or willful damage, loss or theft of Institute's property.
6. Disorderly conduct and molestation of other members within or outside the Institute.
7. Any attempt to convene, organize or any participation or involvement in demonstration, gathering or procession.
8. Drunken and disorderly behaviour, possession and abuse of drugs which are prohibited by law and the Institute.
9. Conviction in a court of law for commission of criminal offence of such a nature as should, in the opinion of Board of Governors, warrant expulsion from the Institute.
10. Female visitors in the men's hostels or male visitors in the female hostels. This shall lead to expulsion from the hostel or suspension from the Institute

3.3 DISCIPLINARY PROCEDURES

1. All disciplinary offences and remedial action taken thereof shall in the first instance be reported to and dealt with by the disciplinary committee constituted as follows:
 - a) Deputy Principal Administration – (Chairperson)
 - b) Registrar
 - c) Head of Department concerned - (Secretary)
 - d) Co-opted or invited members as found necessary
 - e) Dean/ Deputy Dean of Students

All appeals against the decisions of the disciplinary committee shall be made to the Board of Governors through the Principal.

Penalties

2. The Disciplinary Committee shall have power to recommend any or more of the following penalties:
3. A letter of warning or reprimand.
4. The payment for damages commensurate with the nature and gravity of the offence committed.
5. Suspension from the Institute for a specified period.

6. Exclusion from the hostels.
7. Exclusion from the Institute.
8. Any other penalty which the committee may deem fit to impose or recommend to the Board of Governors.
 - a) A trainee shall be excluded with the approval of the Board of Governors in accordance with TVET Act of 2013.
 - b) On arriving at an appropriate penalty or a combination of penalties thereof, the Disciplinary Committee shall be at liberty to consider the total conduct (Past and Present) and not merely the immediate circumstances furnishing the reason for disciplinary action against the trainee.
 - c) The record and decision of any disciplinary action taken against a trainee shall be reported to his/her HOD and the Principal and shall form part of the trainees' record.
 - d) The disciplinary action taken will be communicated to the trainee and copied to his/her parent, guardian or sponsor.

The provisions of these regulations and any decisions made by disciplinary committee hereunder shall not take away the right of the police or any member of the public so entitled, to bring any action, or to institute criminal proceedings in respect of the same state of facts against any trainee in a court of law, nor shall anything herein prevent the State from taking any action which it may deem necessary against any trainee in the interest of security and public order.

4.0 INSTITUTE DRESS CODE

4.1 DRESS CODE POLICY

Throughout the history of human kind, mode of dress has elicited debates. To date, the mode of dress is still an issue. There seems to be however, a general consensus that employees need to dress decently. This is especially critical in the learning institutions where future generations are molded.

What one wears can suggest, persuade, connote, insinuate, or indeed lie, and apply pressure while speaking frankly and straightforwardly of other matters. This dress code does not in any way aim to infringe on anyone's personal rights and preferences but seeks to inject professionalism and decency in the Institute and in the learning environment. Towards the realization of a decent and respectable dress code the Institute has provided general guidelines outlined here under.

These prescribe that:

1. Dressing should be appropriate. Clothes that are worn while exercising, lounging at home, going to the beach or going to a dance club should not be worn at the Institute.

2. Dressing should not reveal undergarments either while standing, sitting or bending. The undergarments should also not be seen through the outer garments. Inappropriate dressing will not be tolerated and will lead to stern measures against offenders.
3. Hair should be kept clean and neat.
4. Nails should be kept at a length that will ensure hygiene and safety.
5. Bathroom slippers should be restricted to residential areas only.
6. Specific dress codes must be observed for specific areas like workshops, laboratories, sports fields and any other.
7. HODs and lecturers should not allow trainees with inappropriate attires in the workshops and laboratories.
8. The Institute shall not be held responsible for any accidents to trainees in KIST arising from lack of proper attire
9. Clothing should be properly fitting, clean, neat and appropriate.

5.0 ACADEMIC

5.1 Academic Requirements

5.1.1 Fees

1. The Board of Governors has the right to revise fees from time to time as the cost of living dictates and inform the parents in advance.
2. All fees should be paid by banker's cheque, Mpesa via Paybill number or deposited directly into the Institute's account on or before the opening day.
3. Any parent/guardian or sponsors with fees problems should make prior arrangements with the Deputy Principal Administration.
4. All trainees are required to report on first day of the term. Any trainee not reporting within two (2) weeks after commencement of the term will be considered to have excluded him/herself from the course

5.1.2 General Conduct

All trainees shall apply diligence to the courses of study approved by the Board of Governors and for which they are registered and in particular shall:

1. Except for a good reason, attend all lectures, practical lessons, and other scheduled courses punctually. Irregular attendance shall be communicated to the trainee's sponsor/parent/guardian and may lead to suspension and or expulsion of the trainee from the Institute.
2. Submit their assignment and projects as required by the department. Any trainee whose progress on a course of study is unsatisfactory shall be withdrawn from the course and any fees paid will be forfeited.
3. Refrain from any conduct whose object or logical consequence is to disrupt the operation of the academic programs of the Institute.

4. Comply with all other rules and regulations made by the Board of Governors from time to time for the proper conduct of specific programs.

6.0 EXAMINATION RULES AND REGULATIONS

1. Candidates shall not enter the examination venue until allowed to do so.
2. No candidate shall be allowed to sit for an exam an hour after the exam has started
3. Candidates caught with unauthorized materials will be expelled from the examination room and barred from sitting in any other exam. Unauthorized materials include phones, calculators, written materials, recorded materials among others
4. All candidates shall be required to present their national identification cards, exam cards, and trainees ID in order to be allowed to sit the exam
5. Candidates with fees arrears will not be allowed to sit examination
6. Candidates sitting for similar papers shall not sit next to one another
7. A trainee who fails to sit for an examination without good cause will be deemed to have failed in that paper and this will result to a re-sit that will only attract a maximum of 40%.
8. Candidates should be seated in the examination room five minutes before the time fixed for the start of the examination or as specified.
9. No candidate will be allowed to leave the examination room before the end of the period allocated for the paper except by special permission by the supervisor.
10. No communication whatsoever in whatever manner will be allowed between candidates or with any outsider during examinations.
11. Mathematical tables and calculators shall be only those specified by the examination office.
12. A candidate shall return immediately to the supervisor any incorrect question paper given to him/her.
13. Any candidate who commits an examination irregularity in any paper shall have the results of the whole examination cancelled.

7.0 LIBRARY RULES AND REGULATIONS

7.1 USE OF THE LIBRARY

1. Library facilities will only be used by a fully registered KIST trainee.
2. The Librarian on duty shall reserve the right to recall a book on loan.
3. Users are expected to behave and present themselves decently at all times.
4. The Librarian shall reserve the right to withdraw or refuse Library services to any user who disregards the above-listed rules and regulations.
5. Trainees are advised **NOT** to leave their valuables in their bags
6. The college shall not be held liable for loss or damage to personal items such as laptops, secondary storage devices, among others used in or left by patrons in the Library.
7. Library books used within the Library should be left on the tables (or placed in designated trolleys) and **NOT re-shelved** by users.

7.2 NOISE

1. Silence must be maintained at all times.
2. Mobile phones should be on silent mode while in the library.
3. Receiving calls in the library is prohibited.
4. Group discussions are not allowed in the library.

7.3 CONDUCT

1. Library users must conduct themselves in a disciplined manner and be mindful of other users.
2. Library facilities and services are limited and therefore have to be shared fairly.
3. Parcels, overcoats, bags, files and overalls are not allowed in the library but can be deposited in the library luggage area in exchange of a tag.
4. It is the responsibility of the trainees to take care of the tags for security of their items.
5. A lost tag shall be surcharged.
6. Trainees will be subjected to inspection should the library electronic security detector raise alarm when exiting the library.
7. Food is not allowed in the library.
8. Drinking water in the library is prohibited.

7.4 TIME

The library operates during the following hours:

Monday – Friday 8.00 a.m – 06.30 p.m

Saturday 9.00 a.m – 04.00 p.m

The library shall remain closed on Sundays and public holidays

7.5 PENALTIES

1. All borrowed books should be returned on or before the last date and time stamped on the date label. A fine of five shillings shall be charged per day per book for normal loan and five shilling per hour for short loans until it is returned.
2. Borrowers with overdue books and outstanding fines will not be allowed to borrow books and other library materials until cleared.
3. All library fines are payable at the Accounts Office.
4. Damage of library property will lead to a surcharge or replacement.

7.6 BORROWING BOOKS

1. To borrow a book from the library, a trainee shall be required to produce his/her identity card.
2. Trainees shall report immediately to the library staff on duty the loss or misplacement of any books they have borrowed from the Library.

3. Trainees should return any misplaced library books, found anywhere within or outside the Institute, to the library.
4. If a trainee exceeds four weeks before returning any borrowed book(s), the book(s) shall be considered lost and the trainee will take the responsibility of replacing it forthwith.
5. Trainees will not be admitted in the Institute for the following term without the replacement of the book.
6. All borrowed book(s) must be returned to the library at the end of every term. Library books should not be carried home.

7.7 WORKSHOPS/LABORATORIES SAFETY RULES AND REGULATIONS

1. A trainee must wear protective clothing and devices in the workshops at all times.
2. Machines must be used with their protective guard at all times.
3. A trainee must never operate any machine without permission from the lecturers in charge or technician.
4. A trainee must never operate any machine unless:
 - a) He/she has been fully instructed and appraised of safety measures.
 - b) He/she has received sufficient training and is under supervision.
 - c) A trainee should closely follow instructions and directions in the use of explosive, hazardous, corrosive and inflammable materials.

9.0 HOSTELS RULES AND REGULATIONS

1. All trainees shall be in their rooms by 12.00 midnight from Sunday night to Thursday night. Those who wish to extend this time should seek permission from the Master on Duty or the Dean of Students
2. On Friday and Saturday trainees shall be in their rooms by 1.00 am
3. Residential trainees who wish to spend the night away from the Institute shall inform the Dean of Students.
4. The Dean of Students and security officers on duty shall have the right to inspect the rooms at any time and may conduct spot checks whenever necessary.
5. All boarding trainees shall be required to produce a boarding pass at all times.
6. All trainees shall reside in the allocated rooms and change shall only be allowed with the consent of the Dean of Students.
7. Trainees shall be responsible for cleanliness of their own rooms and shall ensure that the compound is tidy. Littering is not allowed.
8. Trainees shall be responsible for their own properties and rooms shall be locked during any absence.
9. Trainees shall not accommodate any non-resident members in the hostels.
10. Male trainees shall not visit female hostels and vice versa.
11. Repair to damages in the hostels caused by a trainee or group of trainees shall be paid for, by the one or the group whoever caused the damage(s).

12. No trainee is allowed to modify, repair or remove furniture, fittings or fixtures in the hostels.
13. Use of water heaters, microwaves, refrigerators, cookers and any other such electrical appliances are prohibited in the hostels.
14. Disciplinary action shall be taken against anyone who contravenes the above rules.

10.0 CAFETERIA KITCHEN RULES AND REGULATIONS

10.1 MEALS

1. The cafeteria will open from
 - a) Breakfast 6.00am-9.00am daily
 - b) Lunch 11.30pm – 2.30pm
 - c) Supper 6.00pm – 8.00pm
2. All customers shall queue for their meals.
3. All trainees shall carry their own utensils

10.2 CAFETERIA ETIQUETTE

1. Customer should queue for meals in an orderly manner.
2. Customers must obtain a receipt at the cashiers, and surrender it at the serving area.
3. All meals must be taken in the cafeteria and not any other place. Meals from outside are not allowed in the cafeteria.
4. Dust coats and overalls are strictly not allowed in the cafeteria.
5. The kitchen is strictly out of bounds to trainees.
6. Any complains and compliments regarding the meals should be made through the Trainee's representative and to the Cateress or Dean of Trainees
7. Respect must be exercised to the kitchen staff and other customers
8. Customers must be seated while taking their meals
9. Food remnants must be emptied in the provided bins
10. Night dresses/gowns/pajamas are not allowed in the cafeteria
11. Prolonged stay after meals must be avoided to give room for other customers.
12. Shouting and banging of tables is prohibited.
13. Sitting/standing on tables and chairs is not allowed.

10.3 CARE OF CAFETERIA FURNITURE AND OTHER EQUIPMENT

Customers must take great care of Institute's property in the cafeteria. Any damage caused shall be chargeable to the responsible customers.

10.4 PENALTIES

Failure to adhere to any of the above or implied regulations, shall lead to suspension from use of Cafeteria facilities or from the Institute pending the decision of the Disciplinary Committee.

11.0 GAMES/SPORTS AND CLUBS RULES AND REGULATIONS

1. All trainees are encouraged to be members of at least one game/sport and one club.
2. A trainee will only be allowed to use games facilities if properly dressed for the game.
3. Any new game(s) or club activity shall be approved by the Dean of Students.
4. All games facilities and equipment shall be used for their rightful purpose. In case of malicious damage, the trainee concerned shall be surcharged.
5. Misappropriation of club funds is an offence and disciplinary action shall be taken.
6. Any external invitation to or by other teams and clubs must be approved by the Principal and proper arrangements made.
7. All trainees participating in activities outside the Institute shall be expected to report back by 6.00 pm
8. Trainees participating in activities outside the Institute shall be bound by the rules and regulations of the institute and the laws of Kenya at all times.

12.0 SECURITY, RULES AND REGULATIONS**12.1 General conduct**

1. Trainees should show respect to each other and to the personnel charged with responsibility of enhancing security.
2. Trainees should show respect to the non-trainees who directly or indirectly have relationship with the Institute.
3. Staff quarters and the farm are out of bound to trainees

12.2 Theft

Theft, vandalism and pilferage of Institute's and private property is prohibited and shall be dealt with severely by the Administration and or may be handed over to the police.

12.3 Loitering

- a) Trainees should confine themselves within tuition and boarding areas.
- b) Trainees should avoid being in the workshops and car parks after 7.00 p.m.
- c) Trainees should refrain from idling between the Institute's gate and the Kiambu-Nairobi Road.

12.4 Visitors

Visitors to trainees must be booked by the security personnel on duty and identified by the trainee concerned. Such visitors shall not be allowed to be within the Institute beyond 6.00 p.m.

Below are the officials visiting hours

Monday – Friday 4.00 pm – 6.00 pm

Saturday – Sunday 12.30 pm – 6.00 pm

NO visitors are allowed in the Institute after 6.00 pm.

12.5 Security

- a) The security personnel on duty are empowered to make enquiries from anybody entering or leaving the Institute at all times.
- b) Trainees must carry their trainee ID at all times for Identification purposes.
- c) The security officer has the powers to inspect any luggage, and even do a body search.
- d) Security personnel are empowered to enforce all the above stated regulations

13.0 ENVIRONMENTAL CARE

Trainees shall at all times follow the established foot paths and not destroy any of the trees/sign posts within the compound. Trainees should not litter the compound.

14.0 ENTERTAINMENT

- a) Trainees should confine themselves within the entertainment hall.
- b) Any noise level should not become a nuisance to the residents and members of the public.

15.0 CONSERVATION OF ENERGY AND WATER

All trainees are required to:

1. Switch off unnecessary lighting.
2. Switch off idle machines and equipment.
3. Make use of natural lighting.
4. Turn off running taps.

16.0 KISA CONSTITUTION**16.1 Eligibility of Membership**

1. Upon admission to KIST, all trainees shall be bonafide members of KISA.
2. Such a trainee shall attend a KISA General Assembly.
3. All trainees are encouraged to read the KISA constitution which is available in the library

16.2 Cessation of membership

1. A trainee shall cease to be a member of KISA when he/she terminates studies or is discontinued from studying at KIST.
2. No membership fee or part of it shall be refunded to a trainee who ceases to be a member of KISA.

16.3 KISA Office Bearers

1. Pursuant to Article 4, section 1, only bonafide members of KISA shall hold office
2. Candidates must have passed in previous examination prior to election or appointment.

3. Candidates must be nominated by at least 10 bonafide member and recommended by his/her HoD
4. The KISA President, must have served as a KISA official, a class representative or club chairperson.
5. The President can only vie for the post for a maximum period of two terms i.e. two Academic Years.
6. For a person to qualify to vie for an office he/she must have one academic year including the applying term to go.

16.4 Vacation of Office

An office bearer shall vacate office when a member:

Completes his/her term

1. Ceases to be a trainee of KIST
2. Fails in stage exams and is referred
3. Is removed from office by a two-thirds (2/3) majority vote of the General Assembly.
4. Is barred from holding office by the administration on grounds of unbecoming behavior, questionable character, and evident wrong doings.
5. Submits a resignation letter to the President and a copy to the Dean of Students before leaving the office.
6. A President who wishes to resign shall present his resignation letter to the Dean of Students.
7. The Principal of KIST reserves the right to bar any trainee from becoming or remaining in KISA government for reasons of unbecoming behaviour, questionable character, and evident wrong doings.

NOTE:

1. The BOG reserves the right to change, add, amend or otherwise vary these regulations as deemed necessary.
2. Specific rules and regulations for the hostels, library, workshops and other specific facilities will be issued separately to the users as applicable.



KIST/ADM/F007

KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY TRAINEE GUIDE DECLARATION FORM

This is to confirm that I

NAME (in full):.....
(SURNAME) OTHER NAME(S)

ADM NO:

COURSE :.....

ID NO:

being a person of sound mind and having read and clearly understood the guidelines given, do fully agree with the content and that I shall, throughout my stay at KIST, abide by all the Institute's policies, Guidelines and the Laws of Kenya. I commit to abide with the KIST Board of Governors resolutions that:

- 1) The Board of Governors reserves the right to effect whatever changes they may deem fit within KIST.
2. Entertainment in the institute **shall not include DISCOS.**
3. Accommodation in the hostels is a privilege and not a right and can be withdrawn if one fails to observe KIST policies, Rules and Regulations.
4. No trainee with fees arrears shall be registered for KNEC examinations.
5. Every trainee shall carry his/ her own utensils (cutlery and crockery) for use in the cafeteria while in the institute (The institute shall not provide **ANY** utensils (cutlery and crockery) to trainees.
6. The institute shall **ONLY** serve the meals as per the menu in the cafeteria and within the scheduled meal times. **NB:** Cafeteria meals are a choice NOT a must.
7. Institute dress code shall be adhered to as strictly provided for in the trainees guide (KIST/ PRIN/ST/2015/012/Rev.001).
8. ALL KIST trainees are required to submit to a security check at the Gate.
9. I shall never participate in the destruction of KIST property, unlawful assemblies and processions.

Failure to abide to the above conditions will result to disciplinary action by the KIST Administration.

SIGNATURE:DATE:

Witnessed by (Parent/guardian/sponsor)

NAME (in full):

ID NO

SIGNATURE:DATE:

Witnessed by (HOD/Deputy HOD/Lecturer)

NAME (in full):

DESIGNATION.....

SIGNATURE: DATE: