**Application Form to Obtain Branded Souvenirs/Gift Items**

Centre for Brand Image Development **(CBID)** has arranged branded gift items & souvenirs to giveaway when departments, faculties or centres require such mementos to recognize special guests and invitees. It has facilitated to obtain the undermentioned items followed by the relevant recommendations specified in the application form. Items are issued by the University main store.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Requested Amounts**  ***(to be filled by the applicant)*** | **Issued**  **Amount** | **Approval** |
| 1. Corporate Souvenir-Platinum (Elephant Image) |  |  | Vice Chancellor: ……………..……… |
| 1. Corporate Souvenir- Gold   (King Statue) |  |  | Vice Chancellor: …………………… |
| 1. Corporate Souvenir- Silver   (Seegiri Art) |  |  | Vice Chancellor: …………………… |
| 1. Branded Mugs |  |  | CBID Director: ……………………….. |
| 1. Branded Pen: 1st Grade |  |  | CBID Director: ………………………… |
| 1. Branded Pen: 2nd Grade |  |  | CBID Director: ……………………….. |
| 1. Hand-fans: Big size |  |  | CBID Director: ………………………… |
| 1. Hand- fans: Small Size |  |  | CBID Director: ……………………… |
| 1. Pen Holder |  |  | CBID Director: ………………………… |
| 1. Branded Bags |  |  | CBID Director: ………………………… |

**Instructions:**

* The completed application form should be recommended by the Head and the Dean.

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| --- | --- |
| ***Recommendation of the Head***  ***……………………………………………………………………*** | ***Recommendation of the Dean***  ***……………………………………………………………………*** |

* Directors of the Centres /Units could directly forward the application to Director-CBID.

**Name & the signature of the applicant: ………………………………………………………………………………………….**

**Date : ……………………………………………….**

***thundermentioned slac***

***Name & Signature of the Applicant***: ………………………………………………………………………… ***Date:*** …………….