

**FORMAT IN RESPECT OF THE LOG RECORDS OF THE USERS TO BE MAINTAINED BY THE CYBER CAFES
LOG RECORDS OF USERS**

FORM – M

Sr. No.	Date	Start Time	End Time	Membership/ Spl. Membership No. (if any)	Full Name of the User/Age/ Gender/ Nationality	Address and Telephone number of the user	Photo Identification Produced	Computer Used (Lan id Name/No.)	Purpose (web surf/ E-mail/ Chat etc.	Amount Collected	Initial Conductor / Manager	Signature of User
1	2	3	4	5	6	7	8	9	10	11	12	13

Note :-

- 1) Membership may be allotted to all users when they have initially provided all the above information.
- 2) Membership Particulars to be kept as permanent record and the membership number to be alphanumeric, which should be handed over in hard copy to the member.
- 3) In case of subsequent visits only the membership number to be entered alongwith date, time, amount collected and his signature to be obtained after verification of his/her signature.
- 4) Special membership may be given to frequent visitors, who deposit advance amount or are provided services on concessions/complementary basis.

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Name & Signature of the Cyber Café
Owner/Conductor.