



**BORANG PERMOHONAN PERKHIDMATAN**

(SERVICE APPLICATION FORM)

|   |  |  |  |
|---|--|--|--|
| <b>Nama Pemohon</b><br><i>(Applicant's Name)</i>                  |  | <b>No. Telefon</b><br><i>(Phone No.)</i>                   |  |
| <b>Fakulti/Jabatan/Makmal</b><br><i>(Faculty, Department/Lab)</i> |  | <b>No. Matrik/Staf</b><br><i>(Matric/Staff No.)</i>        |  |
| <b>Nama Penyelia</b><br><i>(Supervisor's Name)</i>                |  | <b>*No. Vot Peruntukan</b><br><i>(Allocation Vot. No.)</i> |  |
| <b>Tandatangan Penyelia</b><br><i>(Supervisor Signature)</i>      |  | <b>Cop</b><br><i>(Stamp)</i>                               |  |

\*Untuk UPM sahaja (UPM only)

Jenis Sampel : .....  
*Sample Type*

Bil. Sampel : .....  
*No. of Sample*

Tarikh : Dari ...../...../..... hingga ...../...../.....  
*Date*

Masa : Dari ...../...../..... hingga ...../...../.....  
*Time*

| <b>CAJ PERKHIDMATAN</b><br>(SERVICE CHARGE)  |  |
|--|--|
| <b>Kategori A: Kakitangan/ Pelajar UPM</b><br><i>(Category A): Staf/ Student UPM</i> | RM 80.00 / Hari<br><i>(RM80.00/ day)</i>   |
| <b>Kategori B: Agensi Kerajaan</b><br><i>(Category B): Government agencies</i>       | RM 90.00 / Hari<br><i>(RM90.00/ day)</i>   |
| <b>Kategori C: Agensi Swasta</b><br><i>(Category C): Private Agencies</i>            | RM 100.00 / Hari<br><i>(RM100.00/ day)</i> |

## Perakuan pemohon:

(Applicant's agreement)

1. Pemohon hendaklah berjumpa pegawai bertanggungjawab di makmal berkenaan sebelum penggunaan.  
*Applicant(s) are required to meet the officer-in-charge of the lab before usage.*
2. Pemohon hendaklah mempraktikkan penggunaan makmal yang betul dan selamat.  
*Applicant(s) must ensure good laboratory practice is followed.*
3. Pemohon adalah bertanggungjawab terhadap keselamatan diri sendiri, kakitangan yang terlibat, dan sebarang peralatan yang digunakan.  
*Applicant (s) are responsible for their own safety, staff(s), and the use of any equipment(s).*
4. Pemohon adalah bertanggungjawab terhadap peralatan yang dipinjam dan mesti dijaga dengan baik dan sebarang kerosakan atau kehilangan perlu dilaporkan.  
*Applicant(s) are responsible to the equipment(s) borrowed, which must always be in good working conditions and must be reported if damaged or lost.*
5. Kemudahan dan perkhidmatan di atas adalah terhad dan akan bergantung kepada kepadatan dan kemampuan Jabatan.  
*The facilities and services might be limited and subject to availability depending on usage at department.*
6. Pemohon hendaklah mematuhi peraturan-peraturan makmal, panduan waktu bekerja makmal dan prosedur tindakan kecemasan di setiap makmal (Sila rujuk maklumat di setiap makmal).  
*Applicant(s) are required to obey the general laboratory rules and regulation, laboratory working hours and emergency response procedure for each laboratory (Please refer to information provided in each laboratory)*

**Tandatangan pemohon:** .....  
(Applicant's signature)

**Tarikh:** .....  
(Date)

| <b>KEGUNAAN PEJABAT</b><br>(OFFICE USE)  |  |  |  |
|--|--|--|--|
| <b>Tarikh Terima Sampel</b><br><i>Date of Sample Received</i>                                      |  | <b>Tarikh Selesai Perkhidmatan</b><br><i>Date of Service Completed</i> |  |
| <b>Tandatangan &amp; Cop Pegawai Bertugas</b><br><i>Signature &amp; Stamp of Officer In-Charge</i> |  |  |  |