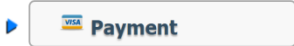
 UTM UNIVERSITI TEKNOLOGI MALAYSIA	BAHAGIAN PENGURUSAN AKADEMIK (AMD), JABATAN TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)	No Borang: AMD/KNV/4 Edisi: 2 Pindaan: 1 Tarikh Kuatkuasa: 16.02.2020 Muka Surat: 1/2
	PERMOHONAN PENYEWAAN/PEMBELIAN PAKAIAN KONVOKESYEN GRADUAN APPLICATION TO RENT/PURCHASE GRADUATES CONVOCATION ATTIRE	


BORANG K4 Form K4

JENIS PERMOHONAN Types of Application

Jenis Types	SEWA Rent	BELI Purchases
Senarai Semak Checklist	1. Borang K4 <i>Form K4</i>	1. Borang K4 <i>Form K4</i>
	2. Salinan Mykad/Pasport/ Kad Matrik Pelajar (pemohon/wakil) <i>Copy of MyKad/Passport/Student Matric Card</i>	2. Salinan Mykad/Pasport/ Kad Matrik (pemohon/wakil) <i>Copy of MyKad/Passport/Student Matric Card</i>
	3. Salinan surat pengesahan senat/ Salinan sijil (graduan UTM sahaja) <i>Copy of of graduates confirmation letter/certificates</i>	3. Salinan surat pengesahan senat/ Salinan sijil (graduan UTM sahaja) <i>Copy of of graduates confirmation letter/certificates</i>
	4. Wang Tunai <i>Cash</i>	4. Bukti Pembayaran (ecommerce) <i>Proof of online payment (ecommerce)</i>
Syarat dan Terma Rujukan Terms and Conditions	1. Hanya digunakan untuk kegunaan rasmi sahaja. <i>To be used for official ceremony only.</i> 2. Tempoh penyewaan 5 hari bekerja dari tarikh peminjaman. Kelewatan pemulangan dikenakan denda sebanyak RM5.00 sehari, kadar maksimum RM300.00. <i>Duration of rental is 5 working days from the date of rental. Penalty of RM5.00/day to be charged for late return, maximum fine is until RM300.00.</i> 3. Setiap graduan diberikan 1 kali penggunaan secara percuma. Bagi penggunaan seterusnya, bayaran deposit adalah mengikut harga set pakaian namun kadar adalah mengikut caj sewaan. <i>Each Graduates will be given 1 time free use only. For subsequent use, the payment of deposit based on the price of convocation attire set, however the rate charges is according to rental charges.</i> 4. Bagi pemohon sijil awal, sijil tidak akan diserahkan sehingga set pakaian lengkap konvokesyen dikembalikan. <i>For early certificate applicants, the certificate will not be released until the complete set of convocation attire is returned.</i> 5. Sebarang ubahsuai, kerosakan atau kehilangan, denda adalah mengikut harga pembelian jubah. <i>Any alterations, damage or loss, fine is according to the purchases charges.</i>	1. Hanya digunakan untuk kegunaan rasmi sahaja. <i>To be used for official ceremony only.</i> 2. Pembeli mestilah merupakan graduan UTM/Alumni UTM. <i>The buyer must be a graduands from UTM/ Alumni UTM.</i>
		Cara pembayaran atas talian (Versi Bahasa Inggeris): Steps of Online Payment : 1. Go to: https://ecommerce.utm.my/ecommerce/index.php 2. Choose  3. Choose Category: [09] - CONVOCATION 4. Choose Relevant Code 5. Choose Payment Type (Debit Card/Credit Card) 6. Payment Confirmation 7. Print Payment Slip

MAKLUMAT PEMOHON/GRADUAN Applicant's/Graduate's Particulars

Nama Penuh <i>Full Name</i>	:	_____
No. MyKad/No. ISID <i>MyKad No./ISID No.</i>	:	_____
No. Matrik <i>Matric No.</i>	:	_____
Nama Program <i>Name of Programme</i>	:	_____
Fakulti/Sekolah <i>Faculty/School</i>	:	_____
Tahun Konvokesyen <i>Year of Convocation</i>	:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Alamat Penuh <i>Full Address</i>	:	_____ _____
No. Telefon <i>Telephone No.</i>	:	_____
Emel <i>Email</i>	:	_____

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	BAHAGIAN PENGURUSAN AKADEMIK (AMD), JABATAN TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)	No Borang: AMD/KNV/4 Edisi: 2 Pindaan: 1 Tarikh Kkuatkuasa: 16.02.2020 Muka Surat: 2/2
	PERMOHONAN PENYEWAAN/PEMBELIAN PAKAIAN KONVOKESYEN GRADUAN APPLICATION TO RENT/PURCHASE GRADUATES CONVOCATION ATTIRE	

MAKLUMAT WAKIL (Jika ada) Representative's Particulars (If applicable)	
Nama Penuh <i>Full Name</i>	: _____ _____
No. MyKad/No. Pasport <i>MyKad No./Pasport No.</i>	: _____ _____
Hubungan <i>Relationship</i>	: _____ _____

KATEGORI PAKAIAN Attire's Categories							
Tanda Tick (✓)	Peringkat Pengajian <i>Level of Degree</i>	Set Pakaian <i>Attire Set</i>	Harga Sewa <i>Rent Price</i>	Harga Beli <i>Purchase Price</i>	Saiz Jubah <i>Robe Size</i>	Saiz Bonet <i>Bonnet Size</i>	No. Lapel <i>Laple No. (Office use)</i>
	Ijazah Doktor Falsafah <i>PhD</i>	Jubah, Lapel & Bonet <i>Robe, Laple & Bonnet</i>	RM60.00	RM1,000.00			
	Ijazah Sarjana <i>Master Degree</i>	Jubah, Lapel & Mortarboard <i>Robe, Laple & Mortarboard</i>		RM800.00			
	Ijazah Sarjana Muda <i>Bachelor Degree</i>	Jubah, Lapel & Mortarboard <i>Robe, Laple & Mortarboard</i>		RM700.00			
	Diploma <i>Diploma</i>	Jubah & Mortarboard <i>Robe & Mortarboard</i>		RM700.00			

PENGESAHAN Declaration	
Dengan ini saya mengesahkan bahawa saya bersetuju dengan syarat dan terma rujukan yang dinyatakan dan telah menyediakan dokumen yang lengkap bagi permohonan <u>penyewaan/ pembelian*</u> pakaian konvokesyen.	
<i>I hereby confirm that I agree to all of the terms and conditions and have prepared a complete document for the application for the <u>rent/ purchases*</u> of convocation attire.</i>	
<small>*sila potong mana yang tidak berkenaan *please cut out which are not applicable</small>	
Tanda Tangan Pemohon: <i>Applicant's Singature</i>	Tarikh: <i>Date</i>
_____	_____

UNTUK KEGUNAAN PEJABAT For Office Use		
Pegawai melulus: <i>Approval by Officer:</i>	Tarikh Pengambilan <i>Collect Date:</i> _____	Tarikh Pemulangan <i>Return Date:</i> _____
	Tanda Tangan Pemohon/Wakil: <i>Applicant's/Representative Signature:</i>	Tanda Tangan Pemohon/Wakil: <i>Applicant's/Representative Signature:</i>
	_____	_____
STAF STOR JUBAH	STAF KEWANGAN	
Tarikh Terima Borang Lengkap: _____	Sewa - Deposit Diterima: Tarikh: _____ Jumlah (RM): _____	Untuk Peminjaman Sahaja: Tarikh Pemulangan: _____ Denda (RM): _____ Tarikh Pulang Deposit: _____ Jumlah Pemulangan (RM): _____ Tanda Tangan Staf: _____
Tarikh Siap Disediakan: _____	Beli - Bayaran ecommerce: Tarikh: _____ Jumlah (RM): _____	
Tanda Tangan Staf: _____		