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| **22279525_121636018523357_1957804649027848896_n.jpg**  UTHM/RMC/BPK/2018/25 |



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| **BORANG PERMOHONAN PERTUKARAN LOKASI DAN PENAMAAN SEMULA**  **ASET/ INVENTORI GERAN PENYELIDIKAN**  CHANGE LOCATION AND RENAME OF RESEARCH GRANT ASSET/ INVENTORY APPLICATION FORM |

**PUSAT PENGURUSAN PENYELIDIKAN (RMC)**

UTHM/RMC/BPK/2018/22

UTHM/RMC/BPK/2018/22

**UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

**A: MAKLUMAT STAF / KETUA PROJEK / *STAFF/HEAD OF PROJECT DETAILS***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Nama  *Name* | : |  |  |  |  |
| Fakulti  *Faculty* | : |  | No. Pekerja  *Staff ID* | : |  |
| No. Tel Bimbit  *Mobile No.* | : |  | No. Tel. Fakulti  *Faculty Tel. No.* | : |  |

**B: KATOGERI PERMOHONAN / *APPLICATION CATOGERY***

*Sila tandakan (√) di ruang yang berkenaan / Please tick (√) which appropriate*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Pertukaran Lokasi Aset/ Inventori**  *(Sila lengkapkan Bahagian C)*  ***Change Location of Asset/ Inventory***  *(Please complete Part C)* | **Penamaan Semula Aset/Inventori**  *(Sila lengkapkan Bahagian C dan D)*  **Rename of Asset/Inventory**  *(Please complete Part C and D)* |  |

**C: SENARAI ASET/ INVENTORI / *LIST OF ASSETS/ INVENTORIES***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bil. *No.*** | **Nama Aset / Inventori *Name of Asset/ Inventory*** | **No. Barkod *Barcode No.*** | **Kemaskini Lokasi / *Location Update*** | |
| **Lokasi Asal**  ***Old Location*** | **Lokasi Terkini *Current Location*** |
|  |  |  |  |  |
|  |  |  |  |  |

**Nota**: Sila gunakan tambahan Lampiran jika perlu (Please use additional Attachment if necessary)

**D: PENAMAAN SEMULA ASET/ INVENTORI /**

**Perakuan Penama Baharu/** *Declaration by New Nominee*

Saya dengan ini bersetuju sebagai penama baharu bagi aset/inventori seperti yang tersenarai dalam Bahagian C

*I hereby agree as a new nominee for the assets/inventories as listed in Part C*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Tandatangan & Cop Rasmi)*

*(Signature & Official Stamp)* Tarikh/ *Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*RENAME OF ASSET / INVENTORY*

|  |  |  |
| --- | --- | --- |
| **Penama Asal**  *Original Name* | : |  |
| **Tujuan Pertukaran** *Purpose Of Exchange* | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sila nyatakan - Cuti Belajar/ Cuti Sangkutan/ Tamat Perkhidmatan/ Berhenti/Lain-Lain/ *Please state – Study Leave/ Attachment Leave/ Completion of Service/Quit/ Others* |

**E: PERAKUAN STAF/ KETUA PROJEK** **F: KELULUSAN RMC /** *RMC APPROVAL*

Permohonan di atas adalah **Diluluskan / Tidak Diluluskan**

*The above application is Approved / Disapproved*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Tandatangan & Cop Rasmi Pegawai)*

*(Signature & Official Stamp)* Tarikh*/ Date: \_\_\_\_\_\_\_\_\_\_\_*

|  |  |
| --- | --- |
| **Kemaskini Rekod FAMS**  *Record Update in FAMS* |  |

Lain-Lain (Sila Nyatakan)/ *Others (Please Specify)*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tandatangan dan Cop Pembantu Tadbir/  *Signature & Official Stamp* Tarikh*/ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tarikh/  *Date* |

*STAFF / HEAD OF PROJECT DECLARATION*

***Saya dengan ini mengesahkan bahawa semua maklumat yang dinyatakan adalah benar dan sekiranya maklumat ini didapati palsu, saya boleh dikenakan tindakan tatatertib seperti yang termaktub dalam AKTA 605 AKTA BADAN-BADAN BERKANUN (TATATERTIB & SURCAJ) 2000***

*I hereby certify that all the information stated is true and if this information is found to be false, I may be subject to disciplinary charge as provided in AKTA 605 AKTA BADAN-BADAN BERKANUN (TATATERTIB & SURCAJ )2000*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Tandatangan & Cop Rasmi)*

*(Signature & Official Stamp)* Tarikh*/ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**LAMPIRAN (TAMBAHAN)**

**C: SENARAI ASET/ INVENTORI / *LIST OF ASSETS/ INVENTORIES***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bil. *No.*** | **Nama Aset / Inventori *Name of Asset/ Inventory*** | **No. Barkod *Barcode No.*** | **Kemaskini Lokasi / *Location Update*** | |
| **Lokasi Asal**  ***Old Location*** | **Lokasi Terkini *Current Location*** |
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**Nota**: Sila gunakan tambahan Lampiran jika perlu (Please use additional Attachment if necessary)