

UTHM/RMC/BPK/2018/08

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**PUSAT PENGURUSAN PENYELIDIKAN (RMC)**

UTHM/RMC/BPK/2018/22

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**UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

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| **BORANG PINDAH MILIK ASET/INVENTORI (PENYELIDIKAN)*****ASSET/INVENTORY TRANSFER OF OWNERSHIP FORM (RESEARCH)*** |

**A: MAKLUMAT PERMOHONAN**

 ***APPLICATION DETAILS***

Dimaklumkan bahawa saya ingin membuat permohonan pindah milik aset/inventori yang dibeli menggunakan geran penyelidikan di bawah seliaan saya. Maklumat terperinci permohonan adalah seperti di bawah:

*Please be informed that I wanted to make application to transfer the ownership of the asset / inventory purchased with research grant under my supervision. The details of application is as follows:*

|  |  |
| --- | --- |
| **No. Vot***Vot No.* |  |
| **Nama Pemilik Asal***Original Owner’s Name* |  |
| **No. Staf***Staff No.* |  |
| **Cadangan Nama Pemilik Baharu***Propose New Owner’s Name* |  |
| **Nama Pejabat Pemilik Baharu***Office Name of New Owner* |  |
| **Senarai Aset/Inventori** *List of Asset / Inventory*  | * *Rujuk Lampiran -*
* *Refer Attachment -*
 |
| **Justifikasi Penempatan di Fakulti/PTJ Baharu***Justification Placement in New Faculty/Office* |  |

 Bersama-sama ini disertakan **Lampiran** maklumat aset/inventori untuk pertimbangan pihak tuan/puan.

 *Herewith enclosed the* ***Attachment*** *of the information of asset / inventory for your consideration.*

Perakuan Pemilik Baru/ *New Owner’s Acknowledgement*

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

*(Tandatangan & Cop Rasmi)*

*(Signature & Official Stamp)*

Tarikh/ *Date* : \_\_\_\_\_\_\_\_\_\_\_\_\_

Yang benar/ *Yours Truthfully*,

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

Ketua Penyelidik/ *Head of Researcher*

*(Tandatangan & Cop Rasmi)*

*(Signature & Official Stamp)*

Tarikh/ *Date* : \_\_\_\_\_\_\_\_\_\_\_\_­

**B: PERAKUAN DEKAN/ KETUA PTJ**

**Ulasan/ *Comment:***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Disahkan Oleh/ *Verified By*,

*(Tandatangan & Cop Rasmi)*

*(Signature & Official Stamp)*

Tarikh/ *Date*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*DEAN/ HEAD OF OFFICE DECLARATION*

Saya dengan ini \* **bersetuju / tidak bersetuju** penukaran hak milik aset/ inventori geran penyelidikan ini kepada

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sila nyatakan nama PTJ)

*I hereby \* agree/disagree to the transfer of ownership of the asset / inventory under this research grant to the said office.*

***Nota/Note:***

Fakulti/PTJ yang menerima aset/inventori akan bertanggungjawab sepenuhnya terhadap kos penyelenggaraan dan pengurusan aset/inventori ini.

*Faculty / Office receiving asset / inventory will be fully responsible for the cost of maintenance and asset / inventory.*

**C: KELULUSAN PENGARAH R&D/ PENGARAH ICC:**

*DIRECTOR R&D / DIRECTOR ICC APPROVAL*

**Ulasan/ *Comment:***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Disahkan Oleh/ *Verified By*,

*(Tandatangan & Cop Rasmi)*

*(Signature & Official Stamp)*

Tarikh/ *Date*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permohonan penukaran hak milik set/inventori ini adalah:

*The application to transfer the ownership of the said asset / inventory is:*

 **Diluluskan / *Approved***

 **Tidak Diluluskan/ *Not Approved***

**D: PENGESAHAN KETUA BAHAGIAN PENTADBIRAN**

**Ulasan/ *Comment:***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Disahkan Oleh/ *Verified By*,

*(Tandatangan & Cop Rasmi)*

*(Signature & Official Stamp)*

Tarikh/ *Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **DAN KEWANGAN**

*HEAD OF ADMINISTRATION AND FINANCE DIVISION VERIFICATION*

Permohonan penukaran hak milik set/inventori ini

memenuhi peraturan Universiti

*The application to transfer the ownership of the said*

*asset / inventory is comply with the University’s rules*

**Disahkan / *Verified***

 **Tidak Disahkan/ *Not Verified***

**E: SENARAI SEMAK URUSETIA**

*SECRETARIAT CHECKLIST*

 Surat Kelulusan Pindah Milik (No. Rujukan dan Tarikh/

*Approval of Transfers Reference No. and Date* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

 Kemaskini Pindah Milik Dalam FAMS (Tarikh Kemaskini/ *Date Update*: \_\_\_\_\_\_\_\_\_\_\_\_\_)

 *Update Transfers in FAMS*

 Kemaskini Rekod Dalam RMS (Tarikh Kemaskini/ *Date Update*: \_\_\_\_\_\_\_\_\_\_\_\_\_)

 *Record Update in RMS*

Disediakan Oleh/ Disemak dan Disahkan Oleh,

*Prepared By, Checked and Verified By,*

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

Pembantu Tadbir Penolong Pendaftar

*Administrative Assistant* *Assistant Registrar*

**Lampiran/ *ATTACHMENT***

| **Bil.*No.*** | **Katogeri Item****(Aset/Inventori) *Item Catogery******(Asset/Inventory)*** | **Nama Aset / Inventori*Name of Asset/ Inventory*** | **No. Barkod*Barcode No.*** | **Lokasi Terkini*Current Location*** | **Status** **(Baik / Rosak)*Status*** ***(Good / Damaged)*** |
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