

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:***

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

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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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