

	UNIMAS HOLDINGS SDN. BHD. (727487-D) (A Company Wholly Owned by Universiti Malaysia Sarawak)	Document No	:	UH-FM-PMO-02
		Revision No.	:	00
	APPLICATION FOR CLOSING PROJECT ACCOUNT	Effective Date	:	01.01.25
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1. Project Details

PROJECT DETAILS			
Title of Project:			
Project ID:		Project Value (RM):	
Starting Date:		Ending Date:	
Project Leader:			
Faculty/PTJ			
Office No:		H/P No:	
Email address:			
Client Name & Address:			
Person in Charge: (name & position)			
Office No:		H/P No:	
Email address:			

2. Project Progress Update *(please also indicate the percentage (%) of the project status, supporting document, project report and etc)*

PROJECT COMPLETION			
Completion	Planned	Actual	Difference
Percentage (%)			
PROGRESS EXPENDITURE			
Allocation			
Total Expenditure			
Balance			

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3. Declaration by Project Leader

I hereby declare that all the details furnished above are true and if any of the above information is found to be false or misleading, UHSB shall reserve the right to take any other action as may be deemed appropriate.

Project Leader Signature	Official Stamp	Confirmation Date

Please attach:

1. Release Letter/Certificate of Completion from Client
2. Softcopy of Final Report

FOR OFFICE USE ONLY

To be completed by FM / Sr PM / CEO	Signature	Date
Verified by Finance Manager		
Support by Sr Project Manager		
Approved by CEO		