

	UNIMAS HOLDINGS SDN. BHD. (727487-D) (A Company Wholly Owned by Universiti Malaysia Sarawak)	Document No	:	UH-FM-ACC-03
		Revision No.	:	03
	EXPENSES CLAIMS FORM (EXTERNAL PARTY)	Effective Date	:	01.08.2026
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Please fill up and complete the followings information:

Project Name <i>(For Project Registered with UHSB only):</i>			
Faculty/ Department:			
Purpose of Payment:			Amount (RM)
	Total:		
Bank Name:		Bank Branch / Bank Country:	
Bank Account No.:			
Swift Code / IBAN No.: Applicable for international payment only			

FOR E-INVOICE PURPOSE			
Recipient Name / Company Name:		Tax Identification No. (TIN):	
NRIC /Passport No/ Company No:		Nationality:	
Contact No:		Email Address:	

Requested by: Name: Chop: Date:	Verified by: (Project Leader / Dean) Name: Chop: Date:
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Note:

- Payment shall be made within four (4) to six (6) weeks upon receipt of all required and complete supporting documents.

For Office Use Only		
Verified by (Account Department) <i>*For Project Balance only</i>	Endorsed by (Project Department/Admin Department/Facilities Department)	Approved by CEO
Name: Chop: Date:	Name: Chop: Date:	Name: Chop: Date: