UNIMAS HOLDINGS	UNIMAS HOLDINGS SDN. BHD. (727487-D) (A Company Wholly Owned By Universiti Malaysia Sarawak)	Document No.	:	UHSB-FM-FAM-01
		Revision No.	:	02
	RESIDENCE APPLICATION FORM	Effective Date	:	21.09.2026
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SECTION 1 - FORM REFERENCE (TO BE COMPLETED BY RECEIVING DESK)

Ref. Number (UHSB):

SECTION 2 – HOSTEL PREFERENCE & TYPE OF STAY

☐ Kolej Dahlia ☐ Kolej Allamanda Premium ☐ Kolej Sebayor ** Please tick (√) to indicate preference	☐ Long Term Stay (LTS) ☐ Short Term Stay (STS) * * Short Term Stay (based on availability): • Stay less than two (2) months or 60 days • Applicant required to bring own personal item/toiletries	Attach your recent photo here

SECTION 3 – APPLICANT DETAILS

Full Name (In BLOCK LETTERS) :	
NRIC | Passport No. :	Contact Number :
Matric Card Number :	E-Mail :
Date of Birth :	Gender :
Nationality & Race :	Religion :
Expected Check-In Date & Time :	Expected Check-Out Date & Time :
Preferred Roommate (State name & matric no.): (For Double-Room Only & If Available)	
Preferred Housemate (State name & matric no.): (For Kolej Allamanda Premium Only & If Available)	
Program | Faculty | Intake Detail(s):	
I am Studying : ☐ Pre-U ☐ Degree ☐ Master ☐ PhD ☐ Staff ☐ Visitor	
Current year at UNIMAS : ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ Not Applicable	
If you have stayed (Long Term Stay) with us before, state your hostel & room number **(REQUIRED)**:	Home & Correspondences Address :
Describe any medical condition which may be of concern and attach relevant document(s) from Doctor(s):	

SECTION 4 –GUARDIAN TO CONTACT IN CASE OF EMERGENCY

Name :	Relationship :
Contact No. :	E-mail Address :

SECTION 5 – CHARGERS (BEFORE SST)

Tick (√) to indicate preference	Room Type	Charges Per Pax / Day [RM]			Administrative Fee for Every New Application [RM]	Refundable Deposit [RM]
		Short Term Stay (Local/International) (Per Day)	Long Term Stay			
			Local	International		
KOLEJ DAHLIA						
	Single Premium	RM62.50	RM21.60	RM30.00	RM185.00	RM500.00
	Single Premium (Disabled)	RM62.50	RM21.60	RM30.00		
	Double Premium	RM50.00	RM14.40	RM20.40		
	Double Standard	RM37.50	RM8.40	RM14.40		
KOLEJ ALLAMANDA PREMIUM						
	Single Executive	RM75.00	RM28.33	RM35.00	RM185.00	RM1,000.00
	Single Executive (Disabled)	RM75.00	RM28.33	RM35.00		
	Double Executive	RM60.00	RM20.00	RM23.33		
KOLEJ SEBAYOR						
	Double Premium	RM62.50	RM21.60	RM30.00	RM185.00	RM500.00

NOTES & INSTRUCTIONS TO APPLICANT:

1. As per government requirements, room charges and administrative fees are subject to Sales and Service Tax (SST). The current SST rate is 8%. Hostel fee(s) can be paid upfront (SEMESTER) or monthly.
2. The completed form can be submitted to UNIMAS Holdings Sdn. Bhd. (UHSB) office (Kolej Dahlia | HQ Kuching) or emailed to hostel@uhsb.unimas.my
3. Placement will be made based on Room Availability. UHSB will contact the applicant by phone or e-mail. Any payment without prior instruction from UHSB does not guarantee a place at our Hostel.
4. Refundable Deposit is **MANDATORY** and will be used to cover the damages done to the room/apartment (if any) according to the actual cost of repair.
5. Upon Tenancy Termination and filling out the 'Request for Refund Form,' it will be processed and banked within 4-8 weeks. The applicant will bear any extra charges incurred during the deposit refund**.**
6. UHSB will FORFEIT the administrative fee of RM185.00 if the applicant fails to take up accommodation after being confirmed for whatever reason.
7. Any damage/loss of hostel property must be reported immediately to the Hostel Management. Tenants will be charged for any missing/damaged properties except damages incurred by normal wear and tear.
8. Applicants are expected to follow the rules and regulations as outlined in the **"Penalty Guidelines for Minor Offences at Student Residential College, UNIMAS/UNIMAS Holdings Sdn Bhd."**
9. UHSB has the right to reject or nullify the tenancy if the applicant provides false information or fails to disclose any pertinent medical and other relevant information.

PAYMENT

1. **Payment for accommodation can be made through:**

   a. **JomPAY (Internet & Mobile Banking):**

   - Enter JomPAY Biller Code and Reference Number (Ref-1 & Ref-2) with payment from your Current, Savings or Credit Card account.

KOLEJ DAHLIA

Biller Code:	**10520**
Ref-1:	**Matric Number (Student) or IC/Passport Number (Visitor)**
Ref-2:	**Student Name/Visitor Name**

JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account

KOLEJ ALLAMANDA (PREMIUM)

Biller Code:	**193870**
Ref-1:	**Matric Number (Student) or IC/Passport Number (Visitor)**
Ref-2:	**Student Name/Visitor Name**

JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account

   b. **SPayGlobal (formerly known as Sarawak pay):**

Kolej Dahlia

- Merchant name is **UNIMAS Holdings SB (Kolej Dahlia).**
- In the Remarks Section:
  - Put your name/company name, matric number/NRIC, contact number and Purpose of Payment
- **It will be difficult for us to track and cross-check your payment if you forget to fill in this section.**

Kolej Allamanda (Premium)

- Merchant name is **UNIMAS Holdings Sdn Bhd.**
- In the Remarks Section:
  - Put your name/company name, matric number/NRIC, contact number and Purpose of Payment
- **It will be difficult for us to track and cross-check your payment if you forget to fill in this section.**

   c. **Wire Transfer - International Applicant can pay through our bank below:**

Account Holder Name: UNIMAS Holdings Sdn. Bhd.
Bank Name: RHB Bank Berhad
Bank Address: GF No.12 & 13, Lot 5608 & 5609 Unisquare,
Kota Samarahan, 94300 Kuching, Sarawak
ABA Routing Number (Swift Code for International Bank): RHBBMYKL
Account Number (or IBAN Number): 2-1112-8000-0180-3

2. **For more information, you can contact the following:**

Facilities Department,
UNIMAS Holdings Sdn. Bhd.,
Level 1, Kolej Dahlia, Universiti Malaysia Sarawak,
94300 Kota Samarahan, Sarawak
Tel: +60 82 583 979 / +60 13 870 3980
WhatsApp's Only: +60 13 860 3979
Email: hostel@uhsb.unimas.my
Website: https://www.unimasholdings.unimas.my

UNIMAS Holdings Sdn. Bhd.,
Level 6, UNIMAS City Campus,
Lot 77, Section 22, KTLD,
Jalan Tun Ahmad Zaidi Adruce,
93150 Kuching, Sarawak
Tel: +60 82 222 000
Fax: +60 82 222 107
Email: admin@uhsb.unimas.my

SECTION 6 – GENERAL TERMS & CONDITIONS

1. Upon application approval, UNIMAS HOLDINGS SDN BHD (UHSB) has the rights to:
   - Perform eviction should the tenant fail to settle any hostel fee(s) due to the Company;
   - Take disciplinary action (including eviction) if the tenant is found to bring the opposite gender to enter and/or stay overnight at his/her room/apartment/block;
   - To charge 'Short Term Rate' if the tenant decides to check out of the hostel within the early TWO MONTHS of accommodation during the semester, whereby UHSB will charge a FULL TWO MONTHS FEE due to the check-out;
   - To charge FULL MONTHLY FEE on the month that the tenant decides to check out of the hostel after the third month onwards of accommodation for whatever reason;
   - To FORFEIT the Refundable Deposit if the applicant failed to request it through the completed "Residence Request Form" within two months from his/her check-out date
2. The Hostel Management shall not under any circumstances be responsible for any damage, loss or theft of any property, money and other items belonging to the tenants and/or their visitors and any personal injuries suffered by the tenants or their visitors/guests howsoever caused.
3. Tenants are expected to pay for the costs involved in cleaning, repairing, or repainting their rooms if they are not maintained in the condition they were in at the beginning of the check-in except for normal wear and tear.
4. Tenants are responsible for always keeping their apartment and room clean and tidy. A penalty will be imposed for excessively dirty and unhygienic rooms.
5. Tenants must return their apartment access card and room keys upon termination of their tenancy. Upon vacating the rooms, residents must ensure everything is clean and orderly.
6. Tenants are required to complete the Customer Complaint Form, which is available at the Hostel Management Office in case repair work is needed.
7. Possession and/or consumption of alcoholic beverages in the hostel area are not allowed.
8. Any outstanding payment to UHSB will result in your transcript being withheld by Universiti Malaysia Sarawak.

SECTION 7 – APPLICANTS DECLARATION

I, _____, having completed this Residence Application Form, agree to abide to all Rules & Regulations set by the management of UNIMAS Holdings Sdn. Bhd. (UHSB) and Universiti Malaysia Sarawak.

By signing this document, I understand and fully agree to UNIMAS HOLDINGS SDN BHD (UHSB) :

- To accept and pay the current rates of residence rental and/or any payment dues with UHSB Management;
- That I will take full responsibility for the furniture and fittings provided in my room and also collective responsibility with my fellow housemate to the apartment including paying for the damaged item(s) done by me and/or my housemate;
- That UHSB has the right to collect all outstanding debts as permitted by law from me if not fully paid to the company;
- That UHSB reserves the right to vary the rental rates or any other rates and any other terms and conditions stipulated herein or in the 'Penalty Guidelines for Minor Offences at Student Residential College, UNIMAS/UNIMAS Holdings Sdn Bhd' as and when deems fit.

Signature of Applicant : _____ Date : _____

SECTION 8 – FOR OFFICE USE ONLY

Received By:	Approved By HOD (Facilities Department):	Account Department:
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Name :	Name :	Name :
Designation :	Designation :	Designation :
Date :	Date :	Date :