

NO	TES & INSTRUCTIONS TO APPLICANT	RECEIVING STAMP (OFFICE)
•	All booking requests are made on a 'First Come, First Served' basis. Please consult our office to	
	check the availability of the venue before making your application.	
•	Application must be made at least one (1) week before the date of the program/event. UHSB MUST	
	be notified in writing of any changes regarding the program/event at least three (3) working days in	
	advance. Failure to do so, your payment will be forfeited.	
•	The program/event may start at 08.00 AM and must end at 10.00 PM, following Universiti Malaysia	
	Sarawak Rules & Regulations.	
•	All payment(s) (where applicable) MUST be made prior to the event. Setup can only be done once	FORM REFERENCE NUMBER:
	the payment(s) have been cleared by the accounting department.	

SECTION A – APPLICANT / BILLING DETAILS			
Full Name Of Applicant (In BLOCK LETTERS):	Matric No. (Student) or IC/Passport No.:		
Contact Person for Billing (If different from above - In BLOCK LETTERS):	Name of Company/Faculty/Organization:		
Mobile Number:	E-mail:		
Telephone Number (Office):	Fax Number (Office):		
Correspondence / Billing Address:			

SECTION B – BOOKING FOR STUDENT PAVILION OUTDOOR SPACE DAHLIA STUDIO (Please tick your chosen venue and fill in where applicable)										
	OUTDOOR SPAC	E, STUDEN	T PAVILION			STUDIO	dahlia, kole.	I DAHLIA		
Name of Promoted Program/Event (Attach the related approved document(s) together with this application or UHSB will reject your application):										
Purpose of Program/Event:										
Date Required (Start and End): Time (Start and End):										
Required Amenities and Quantities (provided only for Student Pavilion. No asset is provided for Studio Dahlia):										
Rectangular Table: Nos; Chair: Nos; Industrial Fan (for PAID Event only & subject to availability): Nos; Other(s), Please state:										



PREMISE BOOKING FORM (PBF)

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SECTION C - BOOKING FOR MULTIPURPOSE HALL, STUDENT PAVILION (CONTINUED)

Required Amenities & Quantities:

-				
Banquet Table (Round) – 12 units;	Required	Nos		
Banquet Chair – 250 units;	Required	Nos		
VIP Sofa (single seated) – 5 units;	Required	Nos		
Industrial Fan – 3 units;	Required	Nos		
Portable Speaker with two (2) microphone; Include Rostrum (1 unit);				

Banquet Table (rectangle $2' \times 6'$) – 20 units;	Requir
Portable Projector with Screen – 1 unit;	Requi
VIP Coffee table – 2 unit:	Reaui

Required	Nos
Required	Nos
Required	Nos

Required - _____ Nos

Other(s), Please state: : _

SECTION D – CHARGES & FEES (BEFORE SST)				
Venue	Usage [Time]	Rate (Per Day)	Remarks (By Office)	
1. Outdoor Space, Student Pavilion	08.00 AM – 10.00 PM [Full Day]	RM400.00 / day		
2. Studio Dahlia, Kolej Dahlia	08.00AM – 10.00PM [Full Day]	- Not Applicable -		
	08.00 AM – 10.00 PM [Full Day]	RM800.00 / day		
3. Multipurpose Hall, Student Pavilion	08.00 AM – 05.00 PM [Half Day - Morning]	RM400.00 / day		
	05.00 PM – 10.00 PM [Half Day - Night]	RM400.00 / day		

PAYMENT / BANK-IN

Current Say

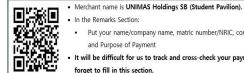
- 1. As per government requirements, rental is subject to Sales and Service Tax (SST). The current SST rate is 8%.
- Payment for Multipurpose Hall rental can be made through: 2.
 - JomPAY (Internet & Mobile Banking) a. UHSB-STUDENT PAVILION

Biller Co	de: 63891
Ref-1:	Company Name / Tenant Name Purpose of Payment
Ref-2:	Purpose of Payment
ine at In	ternet and Mobile Banking with your
vings or (Credit Card account

3. 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 13 860 3979 (WhatsApp's Only)
Email: bjustin_uhsb@unimas.my
Website: https://www.unimasholdings.unimas.my

Spay Global (formerly known as Sarawak Pay) b.



Put your name/company name, matric number/NRIC, contact number and Purpose of Payment

will be difficult for us to track and cross-check your payment if you forget to fill in this section.

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: helpdesk@unimasholdings.com

SECTION E – APPLICANTS DECLARATION

or

- By signing this application form, I, as the representative of my Company/Faculty/Organization agree(s):
- To abide to all Rules & Regulations of UNIMAS Holdings Sdn Bhd and Universiti Malaysia Sarawak;
- To pay all charges and fees, including any additional cost due to damage(s) and/or losses to the asset(s) that was borrowed;
- That UNIMAS Holdings Sdn Bhd is release from any arising claim(s) whatever the caused during our program/event;
- That UHSB reserves the right to vary any other terms and conditions herein as and when it deems fit.

Signature of Applicant:

Date:

	SECTION F – FOR OFFICE USE ONLY	
Received By :	Approved *With Charges Without Charges :	Account Department :
Name :	Name :	Name :
Designation :	Designation :	Designation :
Date :	Date :	Date :