



**UNIMAS HOLDINGS SDN. BHD.** (727487-D)  
(A Company Wholly Owned By Universiti Malaysia Sarawak)

**APPLICATION TO CONDUCT CONSULTANCY  
/CONTRACT RESEARCH/LOCUM SERVICES**

Document No.	:	UHSB-FM-PRO-01
Revision No.	:	04
Effective Date	:	01.09.2020
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<b>Project ID:</b>	<b>Finance ID:</b>
<i>* to be filled by RIEC/UHSB</i>	

Type of Project	Consultancy <input type="checkbox"/>	Contract Research <input type="checkbox"/>	Teaching/Locum <input type="checkbox"/>
UHSB Management Fee	10%-Gov, 15%-Private	5%	7%
Faculty/PTj Fee	5%	-	5%
SST	6%	6%	-

## 1. PERSONAL DETAILS

Name (Prof / Assoc. Prof / Dr / Mr / Ms)	
Position	
Faculty / Institute / Center*	
Handphone Number	
Email Address	
NREB License No., (if any)	

*\*please strikethrough if not applicable*

I would like to request permission from the University to provide the following services.

## 2. DETAIL OF ACTIVITIES

Institution / Agency / Company	
Address	
Contact Person	
Telephone No./Fax No.	
Name of Project	
Project Outline	
Duration of Service	
Location of Service	
Total Project Cost (RM)	
Please attach the following documents together with the application form	<ol style="list-style-type: none"><li>1. Project Proposal</li><li>2. Budget/Costing</li><li>3. Letter of appointment from clients</li><li>4. Other relevant documents</li></ol>



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### 3. DECLARATION OF

	<b>CONSULTANT</b>
	<b>RESEARCHER</b>

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it. I shall uphold and provide my services with full commitment, integrity and ethic, comply to the rules and regulations imposed. I am willing to take the responsibility and liability within the stipulated scope of works and at me very best to contribute my service to UNIMAS Holdings Sdn Bhd and the University.

<b>Consultant/Researcher Signature</b>	<b>Faculty/Institute/Centre Officer Stamp</b>	<b>Declaration Date</b>

### 4. DEAN / DIRECTOS'S APPROVAL ON BEHALF OF UNIMAS

I hereby certify that the details furnished by the consultant/researcher as above are true and correct to the best of my knowledge and belief and acknowledge that the consultation/research/teaching/locum activities to be conducted will not affect his/her performance as the staff of the university. I hereby given my approval for him/her to carry out the consultancy/research/teaching/locum works as applied.

<b>Dean / Director Signature</b>	<b>Faculty/Institute/Centre Officer Stamp</b>	<b>Approval Date</b>

### 5. VERIFICATION BY UNIMAS INNOVATION

*\*If related to Contract Research/Industry Grant*

The documents are verified for registration.

<b>Director/Deputy Director Signature</b>	<b>Officer Stamp</b>	<b>Approval Date</b>

### 6. ACCEPTANCE BY GENERAL MANAGER OF UNIMAS HOLDINGS SDN BHD

<b>General Manager Signature</b>	<b>Company Officer Stamp</b>	<b>Acceptance Date</b>