

BORANG PERMOHONAN CENDERAHATI KORPORAT
CORPORATE SOUVENIR APPLICATION FORM

NAMA PEMOHON/ NAME OF APPLICANT		NO. PEGAWAI / STAFF NUM.	
BAHAGIAN/ DEPARTMENT		NO. TELEFON / CONTACT NUM.	
NAMA PROGRAM / PROGRAMME NAME			
TARIKH PROGRAM/ PROGRAMME DATE		TEMPAT PROGRAM/ PROGRAMME VENUE	
PENERIMA/ RECEIVER	1.	JAWATAN / DESIGNATION	1.
	2.		2.
	3.		3.
	4.		4.

Perhatian/Attention:

- Permohonan hendaklah dibuat selewat-lewatnya lima (5) hari bekerja.**
Applications must be made no later than five (5) working days.
- Cenderahati adalah terhad untuk majlis rasmi dan lawatan rasmi universiti sahaja.**
Souvenirs are limited to official occasions and official university visits only
- Pemberian cenderahati adalah tertakluk kepada Menteri/ Naib Canselor/ Rektor/ Ketua Pegawai Eksekutif dan lain-lain jawatan yang setara sahaja. Hanya satu (1) cenderahati bagi satu (1) organisasi.**
Souvenir giving is subject to Minister/Vice Chancellor/Rector/Chief Executive Officer and other equivalent positions only. Only one (1) souvenir for one (1) organisation.
- Penceramah yang telah dibayar honorarium tidak disediakan cenderahati.**
Speakers who have been paid honorarium will not be provided with souvenirs
- Sila sertakan salinan surat kelulusan program / aktiviti bersama-sama borang permohonan ini. Program/ aktiviti yang telah diperuntukkan bajet cenderahati tidak dibenarkan memohon cenderahati korporat.**
Please attach a copy of the programme / activity approval letter together with this application form. Programmes/activities that have been allocated with souvenir budget are not allowed to apply for corporate souvenirs.
- Sila serahkan laporan ringkas dan gambar program yang dijalankan selewat-lewatnya dua (2) hari selepas program dijalankan untuk tujuan rekod dan penerbitan BKK UIS. Kegagalan menyerahkan laporan akan menyebabkan permohonan cenderahati tidak dipertimbangkan selepas ini.**
Please submit a brief report and photos of the program conducted no later than two (2) days after the programme held for the purposes of Corpcomm UIS records and publications. Failure in submitting the report will prevent your application from being considered in the future.

PENGESAHAN KETUA BAHAGIAN / DEKAN
VERIFICATION OF HEAD OF DEPARTMENT / DEAN

NAMA / NAME :
 TARIKH/ DATE :
 CATATAN/ NOTE :

Tandatangan & cop/
 signature & Stamp

KELULUSAN KETUA BAHAGIAN KOMUNIKASI KORPORAT
HEAD OF CORPORATE COMMUNICATION DIVISION APPROVAL

TARIKH/ DATE :
 TINDAKAN/ACTION : LULUS/APPROVE | TIDAK DILULUSKAN/NOT APPROVED
 CATATAN/ NOTE :

Tandatangan & cop/
 signature & Stamp