

BORANG PERMOHONAN MENGGANTUNG KAIN RENTANG
BANNER INSTALLATION APPLICATION FORM

NAMA PEMOHON / <i>NAME OF APPLICANT</i>		NO. PEGAWAI / PELAJAR <i>STAFF/ STUDENT NUM.</i>	
BAHAGIAN/ FAKULTI <i>DEPARTMENT/ FACULTY</i>		NO. TELEFON / <i>CONTACT NUM.</i>	
NAMA PROGRAM / <i>PROGRAMME NAME</i>		TARIKH PROGRAM/ <i>PROGRAMME DATE</i>	
TARIKH PASANG/ <i>INSTALLATION DATE</i>		TARIKH BUKA / <i>REMOVAL DATE</i>	
LOKASI PEMASANGAN / <i>INSTALLATION LOCATION</i>		Pintu Masuk Utama UIS (bersebelahan Pos Keselamatan) ; Saiz 11 kaki x 11 kaki (penuh), 11 kaki x 5 kaki (separuh) <i>UIS Main Entrance (next to the Security Post) ; Size 11 ft x 11 ft (full), 11 ft x 5 ft (half)</i>	
		Papan Paparan LED (bersebelahan Pos Keselamatan) ; Saiz 20 kaki x 10 kaki (penuh) <i>LED Display Board (next to the Security Post) ; Size 20 ft x 10 ft (full)</i>	
		Kediaman Pelajar Siswa (berhadapan Dewan Mahasiswa) ; Saiz 15 kaki x 20 kaki (penuh), 15 kaki x 10 kaki (separuh) <i>Male Student Residence (in front of Student Hall) ; Size 15 ft x 20 ft (full), 15 ft x 10 ft (half)</i>	
		Simpang Tiga (berhadapan UIS) ; Saiz 11 kaki x 11 kaki (penuh) , 11 kaki x 5 kaki (separuh) <i>T Junction (in front of UIS) ; Size 11 ft x 11 ft (full), 11 ft x 5 ft (half)</i>	

Perhatian/Attention:

- Permohonan hendaklah dibuat selewat-lewatnya tujuh (7) hari bekerja sebelum kain rentang dipasang.
The application must be made no later than seven (7) working days before the banner is installed.
- Kelulusan adalah terhad untuk majlis rasmi dan lawatan rasmi universiti sahaja.
Approval are limited to official occasions and official university visits only.
- Setiap permohonan perlu mendapatkan pengesahan Dekan/Ketua Jabatan/Penasihat bagi memastikan penggunaan bahasa yang digunakan adalah tepat. Walau bagaimanapun, pihak BKK berhak menolak permohonan sekiranya mendapati visual kain rentang tersebut tidak sesuai dan melanggar peraturan serta syarat ditetapkan oleh UIS.
Every application needs to be confirmed by the Dean/Head of Department/Advisor to ensure that the language used is accurate. However, CorpComm reserves the right to reject the application if it finds that the visual of the banner is inappropriate and violates the rules and conditions set by UIS.
- Sila lampirkan bersama borang permohonan ini / *Please attach with this application form:*
 - Salinan kain rentang dalam kertas saiz A4 yang telah disahkan oleh Dekan/Ketua Jabatan/Penasihat.
A copy of the banner in A4 size paper that has been certified by the Dean/Head of Department/Advisor.
 - Surat kelulusan program / *Programme approval letter.*
- Kelulusan akan diberikan kepada permohonan yang terawal yang diterima oleh pihak BKK UIS. (Tertakluk kepada keutamaan program).
Approval will be given to the earliest application received by CorpComm UIS. (Subject to programme priority).
- Sila pastikan kain rentang dipasang dan diturunkan pada tarikh yang telah ditetapkan. Kegagalan pematuhan arahan akan menyebabkan permohonan menggantung kain rentang tidak dipertimbangkan selepas ini.
Please make sure the banner is installed and removed on the designated date. Failure to comply with the instructions 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 PEGAWAI BAHAGIAN KOMUNIKASI KORPORAT OFFICER OF CORPORATE COMMUNICATION DIVISION APPROVAL			
TARIKH/ DATE	:	Tandatangan & cop/ signature & Stamp	
TINDAKAN/ACTION	:		LULUS/APPROVE TIDAK DILULUSKAN/NOT APPROVED
LOKASI/LOCATION	:		
CATATAN/ NOTE	:		

SENARAI SEMAK PERMOHONAN MENGGANTUNG KAIN RENTANG / BANNER INSTALLATION APPLICATION CHECK LIST

BIL. NO.	PERKARA ITEM	SEMAKAN (TANDAKAN /) CHECKED (PLEASE MARK /)			CATATAN NOTES
		ADA HAVE	TIADA DON'T HAVE	KIV	
1.	Contoh Iklan / Visual Sample Ads / Visual				
2.	Salinan Kad Pegawai / Kad Matrik Pelajar Copy of Officer Card / Student Matric Card				
3.	Salinan Kelulusan Program/ Iklan Copy of Program/ Advertisement Approval				
4.	Pengesahan kelulusan penggunaan Bahasa Confirmation of language use approval				
5.	Lain-lain Dokumen Berkaitan (Sekiranya perlu): Other Related Documents (If necessary)				