



RENTAL APPLICATION FORM FOR LIBRARY LOCKERS

Please read carefully the instruction below before you fill the application form:-

1. Charge rate per semester:

Normal Semester		Short Semester	
Deposit	RM 30.00	Deposit	RM 20.00
Rental Charge	RM 10.00	Rental Charge	RM 5.00
Money Refund	RM 20.00	Money Refund	RM 15.00

* User need to handover deposit money first then staff will deduct the rental charge from the deposit.

2. Deposit is not refundable if the key is not returned within the fix duration (last week of final examination period).
 3. Charge rate of damage offence:
 • **Damage of knob / lock replacement: RM 20.00**
 • **Damage coin locker: RM 150.00**
 4. If you agree with all above, fill the application form below completely and correctly
 5. Please attach the student timetable and a copy of the student matric card
 6. If there information not true, your application will be **REJECTED**

A APPLICANT INFORMATION

Name	
ID Student / Staff	
Identification Number	
Faculty/ Program/ Department	
Date of Application	
Number of phone/Ext	
Date	

B Library Use

Approval	Approved / Rejected
Number of Locker	
Category of Semester	
Loan of Period	
Staff's name	
Date	

C DECLARATION

User's signature	
Date	

D CONFIRMATION

Staff's signature	
Date	

E RETURNING KEY LOCKER

User's signature	
Date	

Locker Lock Acceptance Declaration	
Staff's signature	
Date	

