

APPLICATION FORM

Reg. No:

(For Office Use)

UNIVERSITI
MALAYA**MAKMAL INFRA PASUM**

Makmal Penyelidikan Aras 2, Pusat Asasi Sains, Universiti Malaya, 50603 Kuala Lumpur

Tel: 03-7967 7022 (Ext: 2337)

e-mail: research_material@um.edu.my website: https://infra.um.edu.my/

Customer Details	Name:		
	Matrix / Staff No:		
	Telephone No :		
	Email:		
	Department / Faculty / Company Address:		
Customer Status	Please tick (√) in the appropriate box		
	UM Customer <input type="checkbox"/>	Other Institutuion <input type="checkbox"/>	Industrial Company <input type="checkbox"/>
Payment Method	Grant Fund / Grant Transfer Project No.: WBS No.:	E-Pay Receipt No.:	Others PO No.:

Please consult with laboratory personnel before decided to choose any service(s) below:

SERVICES / FACILITIES				
LIST OF INSTRUMENT	TICK (√)	QUANTITY/PACKAGE	UNIT PRICE (RM)	EXTENDED PRICE (RM)
1. Differential Scanning Calorimetry (DSC)				
2. Dynamic Mechanical Analysis (DMA)				
3. Electrochemical Multichanel / Impedance Analyzer				
4. Fourier Transform Infrared (FTIR)				
5. Laser Particle Analyzer				
6. Multichanel Electrochemical Workstation (Glove Box)				
7. Scanning Electron Microscopy (SEM)				
8. Thermal Gravimetric Analysis (TGA)				
9. UV/VIS/NIR Spectrometer				
10. Other (please state):				
TOTAL PRICE (RM)				

TERMS AND CONDITIONS

1. Please submit this Request Form together with proof of payment (Internal Money Transfer/Purchase Order/e-pay receipt) before proceed with booking slot/analysis. For UM grant, if your faculty process the payment, kindly give us the copy of both documents for our records.
2. Payment term is 100% upon agreement and subject to **ONE (1) YEAR VALIDITY** from date of submission. For PO, the payment must be made within fourteen (14) days after the invoice date. Payment shall be made at least three (3) working days prior to schedule date to:
 - a. By Grant - **TABUNG PERKHIDMATAN DAN PENYEWAAN PERALATAN DI BANGUNAN PASUM (INFRA PASUM) -> UM.0001202/KWJ.AK**
 - b. epay.um.edu.my - Epay Instructions: Register/Log In-> Bayaran mengikut kategori -> Perkhidmatan -> IPPP -> Research Material Analysis -> Keterangan (state name of equipment & booking hours)
3. Please put your samples in appropriate container with proper labeling and send to the laboratory personnel.
4. The laboratory will provide the result within 15 working days (or more, with agreement by both parties) calculated upon receiving this form with proof of payment.
5. The quoted price is valid only for one-time test. If the test (or any sub-test) needs to be repeated for any reason (other than laboratory's mistakes), new charges will be incurred.
6. Cancellation of any testing can be made by the customer but **NO REFUND** will be provided for any payment that has been submitted without getting any consultation from respective laboratory personnel and refer to the Acceptance/Rejection Criteria before proceed with payment.
7. The laboratory has the rights to reject any requested test if not meet the Acceptance/Rejection Criteria even the payment have been made
8. The test report will be provided along with samples. Please collect your sample within 30 days from the date of release report otherwise it will be disposed by following the guidelines. We will not liable for any violation regulation by customer.
9. Laboratory reserves the right to change these terms and conditions at any time without prior notice

FOR OFFICE USE	CUSTOMER DECLARATION
<p>Date Sample Received:</p> <p>Approved by: (Operator / Technical Staff)</p>	<p>Customer Signature:</p> <p>Date:</p> <p>Supervisor Signature & Stamp:</p> <p>Date:</p>