



PUSAT PENGURUSAN AKADEMIK • CENTRE FOR ACADEMIC MANAGEMENT

**SURAT KUASA PENGAMBILAN SKROL/PENGHANTARAN SKROL MELALUI PERKHIDMATAN KURIER
AUTHORIZATION OF SCROLL COLLECTION/ DELIVERY OF SCROLL VIA COURIER SERVICE**

Pengarah
Pusat Pengurusan Akademik
Universiti Kebangsaan Malaysia
43600 UKM Bangi

Director
Centre for Academic Management
Universiti Kebangsaan Malaysia
43600 UKM Bangi

Tuan/Puan / Sir/Madam,

**Surat Kuasa Pengambilan Skrol / Penghantaran Skrol Melalui Perkhidmatan Kurier (potong yang tidak berkenaan)
Authorization of Scroll Collection/ Courier of Scroll (delete whichever is not applicable)**

Saya (Nama Pelajar) _____ No. Tel: _____
No. Kad Pengenalan/ No. Pasport _____ Fakulti: _____ No. Pendaftaran: _____

Dengan ini memberi kuasa kepada (Nama Wakil) _____
No. Kad Pengenalan/No. Pasport (Wakil) _____ untuk mengambil skrol bagi pihak diri saya. Saya akan bertanggungjawab sekiranya berlaku kehilangan atau kerosakan pada skrol tersebut. Bersama ini disertakan salinan Kad Pengenalan/Pasport saya dan wakil serta **Slip Pemulangan Jubah** (sebagai bukti) *selepas **Majlis Konvokesyen**.

Sekian, terima kasih.

I (Student's Name) _____ Phone No: _____
Identification no./ Passport no: _____ Faculty: _____ Registration No: _____

I hereby authorize (Representative's name) _____
Identification No./Passport No.: _____ to collect scroll on behalf of myself. I will be responsible in the event of loss or damage to the scroll. I hereby attached copies of my identification card/passport and my representative together with **gown returnable receipt** (as proof) * **after the Convocation Ceremony**.

Thank you.

Yang benar/Yours sincerely,

(Tandatangan/Signature)



CERTIFIED TO ISO 9001:2015

CERT. NO. QMS 02549

CERTIFIED TO ISO/IEC 27001:2013

CERT. NO. ISMS 00249

PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)

Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan Malaysia

Tel.: +603-89118284/8388/8450/8451/8452/8454/8458/8459/8460/8461

E-mel: akad@ukm.edu.my Web: www.ukm.my/akademik

WAJIB / MANDATORY

Sila lekatkan salinan Kad Pengenalan/Pasport
(Pelajar)

*Please attach a copy of the Identity
Card/Passport
(Student)*

Sila lekatkan salinan Kad Pengenalan/Passport
(Wakil)

*Please attach a copy of the Identity
Card/Passport
(Representative)*

Adalah dimaklumkan bahawa Universiti ini tidak akan bertanggungjawab sekiranya skrol hilang atau rosak sewaktu dalam pengiraman pos. Oleh yang demikian, tuan/puan tidak boleh membuat sebarang tuntutan gantirugi atau tuntutan lain daripada Universiti jika berlaku kehilangan atau kerosakan ke atas skrol tersebut.

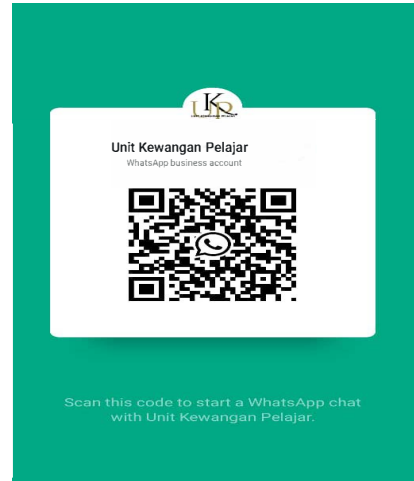
Kos penghantaran seperti berikut:

- i. Dalam Malaysia RM10.00
- ii. Luar Malaysia minimum RM150.00 tertakluk kepada negara

Please be informed that this University will not be responsible if the scroll is lost or damaged while in the mail delivery. Therefore, you may not make any claim for damages or other claims from the University in the event of loss or damage to the scroll.

Delivery cost are as follows:

- i. Within Malaysia RM10.00
- ii. Outside Malaysia RM150.00 subject to the country



*Sila imbas QR Code untuk tatacara pembayaran dan maklumkan semula ke nombor yang sama untuk mendapatkan resit rasmi.

*Please scan the QR Code for payment instructions and notify the same number to obtain your official receipt.

ALAMAT SEKIRANYA MINTA DIPOSKAN:
Address if scroll need to be couriered:



CERTIFIED TO ISO 9001:2015

CERT. NO. QMS 02549

CERTIFIED TO ISO/IEC 27001:2013

CERT. NO. ISMS 00249

PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)
Universiti Kebangsaan Malaysia, 43600 UKM Bangi, Selangor Darul Ehsan Malaysia
Tel.: +603-89118284/8388/8450/8451/8452/8454/8458/8459/8460/8461
E-mel: akad@ukm.edu.my Web: www.ukm.my/akademik

ILMU, MUTU DAN BUDI

www.ukm.my