

BUSINESS AND PROMOTIONAL ACTIVITY APPLICATION FORM
(EXTERNAL VENDOR)

COMPANY INFORMATION

Name of Company:

Applicant's name: HP No:

Applicant's IC No.: Email:

Address:

EVENT DETAILS

Name of Event:

Event Description:

Proposed date:

Proposed Location: **Melaka Campus**

- Main Hall Lobby, Melaka Campus
- Plaza Siswa, Melaka Campus
- Mosque Square, Melaka Campus
- Mobile/ Sampling, Melaka Campus
- Food Truck, Melaka Campus
- 24 Hour Learning Point, SEC Building,
Melaka Campus

Cyberjaya Campus

- Misri Plaza, Cyberjaya Campus
- Central Plaza, Cyberjaya Campus
- MPH/CLC Lobby, Cyberjaya Campus
- Mobile/ Sampling, Cyberjaya Campus
- Food Truck, Cyberjaya Campus

FACILITIES AND RENTAL

Facilities:

Table (RM 6/ unit)*
(size: 6" X 3")

Chair (RM 1/ unit)*
Quantity: _____

Water (RM 10/ day)*

Electricity (RM 10/ day)*

**Prices excluding 6% GST*

Space Rental Details

Cyberjaya Campus

Location	Price (Excluding 6% GST)
Misri Plaza, Central Plaza, MPH/CLC Lobby	RM 100.00
Mobile/ Sampling	RM 50.00
Food Truck	RM 200.00
Parking	RM 60.00

Melaka Campus

Location	Price (Excluding 6% GST)
Plaza Siswa, Mosque Square, Learning Point (SEC Building)	RM 100.00
Main Hall Lobby	RM 200.00
Mobile/ Sampling	RM 50.00
Food Truck	RM 200.00
Parking	RM 60.00

STAFF(S) ON DUTY DURING THE EVENT

No.	Name	IC Number	Contact No.

BUSINESS PROMOTION DETAILS

Proposed selling/ promotion items:

- A. _____ B. _____
C. _____ D. _____
E. _____ F. _____

** Please provide attachment if necessary*

STATEMENT

We/ I hereby agree/ confirm that:

- 1) All of the above information is correct.
- 2) All external vendor(s) are prohibited to be in the campus after the promotion period ends.
- 3) All external vendor(s) must behave in a good manner, be responsible and practice good discipline throughout the activities being conducted.
- 4) We/ I will not remove or possess any property/ asset of MMU without the approval from the concerned parties.
- 5) All external vendor(s) must dress appropriately in a decent manner.
- 6) All facilities/ items requested will be returned in its original condition. We/ I hereby agree to pay any damages/ loss or any form of other incurred expenses borne by MMU for any damages/ loss/ expenses.
- 7) MMU will not be responsible for any damages, loss or expenses incurred during the promotion period.
- 8) We/ I hereby agree to pay all charges required at least **(3) THREE DAYS** before the promotion date.

Please make all payments by cheque [made payable to “UNIVERSITI TELEKOM SDN BHD”]

Applicant’s Signature: _____

Name : _____

Date : _____

BU APPROVAL SECTION

Application Status: Approved Not Approved

Authorized Signature: _____

Date : _____

Official Stamp :

BU OFFICE USE

A. Checklist

- 1) Venue Owner Approval/ Confirmation
- 2) FMD Approval/ Confirmation
- 3) BU Approval
- 4) Others _____

B: Charges

- 1) Space Rental RM _____
- 2) Utilities RM _____
- 3) Facilities RM _____
- 4) GST Charges (6%) RM _____

- TOTAL** RM _____

Prepared by: _____

Checked by: _____