



ACCOMMODATION APPLICATION FORM

2020

Please complete this form if you require assistance in obtaining accommodation

www.apu.edu.my

SECTION A: PERSONAL DETAILS

Full Name _____

IC/Passport No _____ Male Female Email _____

Religion _____ Nationality _____ Arrival Date _____
(Expected Arrival Date)

Home Address _____

Mobile _____

CONTACT PERSON IN CASE OF EMERGENCY

Name _____ Mobile _____ Relationship _____

PLEASE SELECT 3 TYPES OF ROOMS IN ORDER OF PREFERENCE

(e.g. TYPE [C] ROOM [C6] for Premium Apartment, Compact Premium SINGLE Room)

Choice 1: TYPE [] ROOM [] Choice 2: TYPE [] ROOM [] Choice 3: TYPE [] ROOM []

SECTION B: OFF-CAMPUS ACCOMMODATION WITH SHUTTLE SERVICE

APU provides fully-managed accommodation at a number of apartment buildings close to the campus with free shuttle bus service. The facilities available include launderettes, convenient stores, restaurants, 24 hr security, etc. Each apartment has 3-4 rooms with a common living room. The rates mentioned are on monthly basis on sharing or single basis:

TYPE [B] PREMIUM APARTMENT WITHOUT COOKING FACILITIES (FORTUNE)

ROOM TYPE	TWIN SHARING	SINGLE OCCUPANT	COVER CHARGE
Master Premium with attached bath/toilet	[B1] - RM 740 (USD 185)*	[B3] - RM 1,450 (USD 365)*	RM 250 (USD 65)*
Medium Premium TWIN	[B2] - RM 690 (USD 175)*	[B4] - RM 1,360 (USD 340)*	
Medium Premium SINGLE	-	[B5] - RM 900 (USD 225)*	
Compact Premium SINGLE	-	[B6] - RM 790 (USD 200)*	

PREMIUM APARTMENTS WITHOUT COOKING FACILITIES are with enhanced security & comfort. They are furnished with amenities including Security Card Access System, Swimming Pool, Gymnasium, Water Heaters, Refrigerator, Electric Kettle, Microwave Oven, Fully Automatic Washing Machine, Time Controlled Air Conditioned Rooms, Comfortable Spring Mattresses with Divans, Study Tables and Wi-Fi Internet**. **No cooking is allowed in this apartment.**

TYPE [C] PREMIUM APARTMENT WITH COOKING FACILITIES (FORTUNE)

ROOM TYPE	TWIN SHARING	SINGLE OCCUPANT	COVER CHARGE
Master Premium with attached bath/toilet	[C1] - RM 860 (USD 215)*	[C3] - RM 1,700 (USD 425)*	RM 250 (USD 65)*
Medium Premium TWIN	[C2] - RM 800 (USD 200)*	[C4] - RM 1,560 (USD 390)*	
Medium Premium SINGLE	-	[C5] - RM 1,020 (USD 255)*	
Compact Premium SINGLE	-	[C6] - RM 890 (USD 225)*	

PREMIUM APARTMENTS WITH COOKING FACILITIES AND FULL-SIZE LIVING HALL INCLUDING A DINING AREA are with enhanced security & comfort. They are furnished with amenities including Security Card Access System, Swimming Pool, Gymnasium, Living Room set, Kitchen Cabinets, Water Heaters, Dining Table set, 350 Liter Refrigerator, Electric Kettle, Microwave Oven, Fully Automatic Washing Machine, Time Controlled Air Conditioned Rooms, Comfortable Spring Mattresses with Divans, Study Tables and WIFI Internet**.

ACCOMMODATION TYPE / ROOM TYPE ARE SUBJECT TO AVAILABILITY AND ON FIRST COME, FIRST SERVED BASIS.

* Note : All fees are payable in Ringgit Malaysia (RM). USD fees are indicative amounts only for guidance based on the current exchange rate of USD 1 = RM 4.00 as of 1st January 2020 and are subject to fluctuations in the currency exchange rate.

** Internet Service is complimentary and not charged in the rental fees. Please note it is also subject to availability by internet service provider.

SECTION B: OFF-CAMPUS ACCOMMODATION WITH SHUTTLE SERVICE

TYPE [D] SUPER PREMIUM APARTMENT (ENDAH)

ROOM TYPE	TWIN SHARING	SINGLE OCCUPANT	COVER CHARGE
Master S/Premium with attached bath/toilet	[D1] - RM 990 (USD 250)*	[D2] - RM 1,940 (USD 485)*	RM 350 (USD 90)*
Medium S/Premium SINGLE	-	[D3] - RM 1,120 (USD 280)*	
Compact S/Premium SINGLE	-	[D4] - RM 1,020 (USD 255)*	

SUPER PREMIUM APARTMENTS are with enhanced security & extra comfort. They are furnished with amenities including Security Card Access System, Swimming Pool, Gymnasium, Sauna, Squash Court & Badminton Court, Living Room set, Kitchen Cabinets, Water Heaters, Dining Table set, 350 Liter Refrigerator, Electric Kettle, Microwave Oven, Fully Automatic Washing Machine, Time Controlled Air Conditioned Rooms, Comfortable Spring Mattresses with Divans & Headboard, Study Tables and Wi-Fi Internet**.

PLEASE NOTE THAT THE AIR CONDITIONERS FOR OFF-CAMPUS ACCOMMODATION CAN ONLY BE OPERATED ACCORDING TO THE SCHEDULE BELOW

AIR CONDITIONING SCHEDULE	Weekdays & Weekends (Monday-Sunday)	[9 PM – 8 AM]
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FREE shuttle service between the University and Student Accommodations is provided for students who stay at the University-managed accommodations. Students will have to show your travel pass to the bus driver to be eligible to board the shuttle. This is part of the accommodation package provided to students at APU's accommodation. Students who are not staying at APU's accommodation could still use this service by purchasing the monthly travel pass from the cashier.

SECTION C: SATELLITE CAMPUS RESIDENCE @ TPM

Satellite Campus Residence is within Technology Park Malaysia (TPM) and next to the APU Campus. It has twin & triple sharing rooms, as well as single occupancy options. Some of the rooms are equipped with Air Conditioning. Each floor has shared common bathrooms, equipped with water heaters. A Common Pantry is available at each floor and is equipped with stove, microwave oven and refrigerator. There is also a shared Study Area with WIFI Internet in the Study Lounge. The rental is inclusive of utilities – water & electricity. Air Conditioners can only be operated from 9 pm to 8 am. Self Service Laundry Facilities are available on 'Pay as you use' basis.

TYPE [ST] STANDARD ROOMS – SATELLITE CAMPUS RESIDENCE @ TPM

ROOM TYPE	TRIPLE SHARING	TWIN SHARING	SINGLE OCCUPANT	COVER CHARGE
Standard Room	[ST1] - RM 350 (USD 85)*	[ST4] - RM 490 (USD 125)*		RM 150 (USD 40)*
Standard Room A/C	[ST2] - RM 450 (USD 108)*	[ST5] - RM 590 (USD 150)*		
Deluxe Room A/C with shared attached bath/toilet	[ST3] - RM 550 (USD 140)*		[ST6] - RM 740 (USD 185)*	

ALL ROOMS are equipped with basic amenities including Bed, Wardrobe and Study Tables.

PLEASE NOTE THAT THE AIR CONDITIONERS FOR SATELLITE CAMPUS RESIDENCE @ TPM CAN ONLY BE OPERATED ACCORDING TO THE SCHEDULE BELOW

AIR CONDITIONING SCHEDULE	Weekdays & Weekends (Monday-Sunday)	[9 PM – 8 AM]
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ACCOMMODATION TYPE / ROOM TYPE ARE SUBJECT TO AVAILABILITY AND ON FIRST COME, FIRST SERVED BASIS.

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SECTION D: ON-CAMPUS ACCOMMODATION

EN-SUITE ROOMS WITH COMMON PANTRY

A Common Pantry is available at each floor and is equipped with stove, microwave oven and refrigerator. All Rooms have attached bathrooms and are equipped with water heaters, bathroom mirrors with shelves and towel racks. Self Service Laundry Facilities are available on 'Pay as you use' basis.

TYPE [OSP] SUPER PREMIUM

	ROOM TYPE	RATE PER MONTH	
[OSP1]	En-Suite Single (140+ Sqft - Larger room with fridge and table lamp)	RM 1,120 (USD 280)*	En-Suite Single Super Premium Rooms are Air-Conditioned Rooms with attached bathrooms. They are equipped with premium furniture including Study Table with Study Lamp, Bed Side Table with lamp, Wall Mirror, Wardrobe, Comfortable 9" Spring Mattress with Divan and Headboard, Mini Fridge and Wi-Fi Internet.
[OSP2]	En-Suite Twin (240+ Sqft - Larger room with fridge and table lamp)	RM 920 (USD 230)* per person	En-Suite Twin Super Premium Rooms are Air-Conditioned Rooms with attached bathrooms. They are equipped with premium furniture including Study Table with Study Lamp, Bed Side Table with lamp, Wall Mirror, Wardrobe, Comfortable 9" Spring Mattress with Divan and Headboard, Mini Fridge and Wi-Fi Internet.

TYPE [OP] PREMIUM

	ROOM TYPE	RATE PER MONTH	
[OP1]	En-Suite Single (130+ Sqft)	RM 1,010 (USD 255)*	En-Suite Single Premium Rooms are Air-Conditioned Rooms with attached bathrooms. They are equipped with premium furniture including Study Table, Bed Side Table with lamp, Wall Mirror, Wardrobe, Comfortable 9" Spring Mattress with Divan and Headboard and Wi-Fi Internet.
[OP2]	En-Suite Twin (210+ Sqft)	RM 840 (USD 210)* per person	En-Suite Twin Premium Rooms are Air-Conditioned Rooms with attached bathrooms. They are equipped with premium furniture including Study Table, Bed Side Table with lamp, Wall Mirror, Wardrobe, Comfortable 9" Spring Mattress with Divan and Headboard and Wi-Fi Internet.

TYPE [OD] DELUXE

	ROOM TYPE	RATE PER MONTH	
[OD]	En-Suite Single (128+ Sqft)	RM 970 (USD 245)*	En-Suite Single Deluxe Rooms are Air Conditioned Rooms with attached bathrooms. They are equipped with deluxe furniture including Study Table, Bed Side Table, Wall Mirror, Wardrobe, Comfortable 9" Spring Mattress with Divan and Headboard and Wi-Fi Internet.

TYPE [OS] STANDARD

	ROOM TYPE	RATE PER MONTH	
[OS]	En-Suite Single (125+ Sqft)	RM 950 (USD 240)*	En-Suite Single Standard Rooms are Air Conditioned Rooms with attached bathrooms. They are equipped with deluxe furniture including Study Table, Bed Side Table, Wall Mirror, Wardrobe, Comfortable 9" Spring Mattress with Divan and Headboard and Wi-Fi Internet.

TYPE [OC] COMPACT

	ROOM TYPE	RATE PER MONTH	
[OC]	En-Suite Single (120+ Sqft)	RM 850 (USD 215)*	En-Suite Single Compact Rooms are Air-Conditioned Rooms with attached bathrooms. They are equipped with furniture including Study Table, Wall Mirror, Wardrobe, Comfortable 9" Spring Mattress with Divan and Headboard and Wi-Fi Internet.

ACCOMMODATION TYPE / ROOM TYPE ARE SUBJECT TO AVAILABILITY AND ON FIRST COME, FIRST SERVED BASIS.

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SECTION D: ON-CAMPUS ACCOMMODATION

TWO ROOMS UNIT WITH KITCHEN

A Common Kitchen is available in the two rooms unit and is equipped with stove, microwave oven and refrigerator. All Rooms have attached bathrooms and are equipped with water heaters, bathroom mirrors with shelves and towel racks. Self Service Laundry Facilities are available on 'Pay as you use' basis.

TYPE [OCTS] SUPER PREMIUM ++

	ROOM TYPE	RATE PER MONTH	
[OCTS]	En-Suite Single (180+ Sqft - Extra large room with fridge and table lamp)	RM 1,490 (USD 375)*	En-Suite Single Super Premium ++ Rooms are Air-Conditioned Rooms with attached bathrooms. They are equipped with premium furniture including Study Table with Study Lamp, Bed Side Table with lamp, Wall Mirror, Wardrobe, Comfortable 9" Spring Mattress with Divan and Headboard, Mini Fridge and Wi-Fi Internet.

TYPE [OCTP] PREMIUM ++

	ROOM TYPE	RATE PER MONTH	
[OCTP]	En-Suite Single (130+ Sqft)	RM 1,300 (USD 325)*	En-Suite Single Premium ++ Rooms are Air-Conditioned Rooms with attached bathrooms. They are equipped with premium furniture including Study Table, Bed Side Table with lamp, Wall Mirror, Wardrobe, Comfortable 9" Spring Mattress with Divan and Headboard and Wi-Fi Internet.

SHARING APARTMENT WITH KITCHEN - 5 ROOMS IN AN APARTMENT

A Common Kitchen is available at each apartment and is equipped with stove, microwave oven and refrigerator. All Rooms have attached bathrooms and are equipped with water heaters, bathroom mirrors with shelves and towel racks. Self Service Laundry Facilities are available on 'Pay as you use' basis.

TYPE [OCASP] SUPER PREMIUM IN APARTMENT

	APARTMENT ROOM TYPE	RATE PER MONTH	
[OCASP]	En-Suite Single (140+ Sqft - Larger room with fridge and table lamp)	RM 1,180 (USD 295)*	En-Suite Single Super Premium Rooms are Air-Conditioned Rooms with attached bathrooms. They are equipped with premium furniture including Study Table with Study Lamp, Bed Side Table with lamp, Wall Mirror, Wardrobe, Comfortable 9" Spring Mattress with Divan and Headboard, Mini Fridge and Wi-Fi Internet.

TYPE [OCAP] PREMIUM IN APARTMENT

	APARTMENT ROOM TYPE	RATE PER MONTH	
[OCAP]	En-Suite Single (130+ Sqft)	RM 1,080 (USD 270)*	En-Suite Single Premium Rooms are Air-Conditioned Rooms with attached bathrooms. They are equipped with premium furniture including Study Table, Bed Side Table with lamp, Wall Mirror, Wardrobe, Comfortable 9" Spring Mattress with Divan and Headboard and Wi-Fi Internet.

TYPE [OCAS] STANDARD IN APARTMENT

	APARTMENT ROOM TYPE	RATE PER MONTH	
[OCAS1]	En-Suite Single (125+ Sqft)	RM 1,050 (USD 265)*	En-Suite Single Standard Rooms are Air-Conditioned Rooms with attached bathrooms. They are equipped with deluxe furniture including Study Table, Bed Side Table, Wall Mirror, Wardrobe, Comfortable 9" Spring Mattress with Divan and Headboard and Wi-Fi Internet.
[OCAS2]	En-Suite Twin (160+ Sqft)	RM 880 (USD 220)* per person	En-Suite Twin Standard Rooms are Air-Conditioned Rooms with attached bathrooms. They are equipped with deluxe furniture including Study Table, Bed Side Table, Wall Mirror, Wardrobe, Comfortable 9" Spring Mattress with Divan and Headboard and Wi-Fi Internet.

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SECTION E: IMPORTANT INFORMATION

OFF-CAMPUS ACCOMMODATION

COVER CHARGE

Students are required to pay a one-time cover charge regardless of duration of stay. It includes a welcome pack with a bed sheet, pillow, mattress protector, security access card and travel pass. **Comforter is optional at RM 100 (USD 25)*.**

- Deluxe Apartments (Vista) - **RM 150 (USD 40)***
- Premium Apartments (Fortune) - **RM 250 (USD 65)***
- Super Premium Apartments (Endah) - **RM 350 (USD 90)***

SECURITY ACCESS CARD

Students staying at Premium & Super Premium Apartments will need to use the security access card to access their apartment and rooms. Students will be charged **RM 350 (USD 90)*** to replace the lost or damaged cards. Students need to return the access card upon check-out from the accommodation.

CARPARK

Covered Car Parking Lot - **RM 100 (USD 25)*** Per Month with a Refundable Deposit of **RM 500 (USD 125)***

BOOKING GUIDELINES

Room options are available on a **FIRST COME, FIRST SERVED BASIS**. Your selected accommodation is **ONLY GUARANTEED**, if you have paid **TWO (2)-MONTHS' DEPOSIT** and **ONE(1)-MONTH RENTAL** in advance at the time of booking and once University has confirmed your booking. You are required to have a mattress protector & bed sheet before being allowed to use the beds; you will be given the Bed Set once you have paid for the cover charge. Additional Bed Sets can be purchase for RM 85 (USD 22)*. Students would be charged a fine of RM 50 (USD 15)* for each non-compliance if the mattress protector is not used at all times on the beds.

The tenancy is for a **MINIMUM PERIOD OF 4 (FOUR) MONTHS**. Students are required to pay **TWO (2)-MONTHS' DEPOSIT** and **ONE(1)-MONTH RENTAL**. Students need to provide **1 months' notice** in writing in order to get their deposit refunded. Student will be required to stay for a minimum of 4 months. Failure to fulfill the minimum tenancy period will result in **FORFEITURE OF THE DEPOSIT in FULL**.

ELECTRICITY USAGE

APU also covers utility bills up to RM 250 (USD 65)* per month per apartment only for all Deluxe, Premium, Super Premium and Superior Apartments. If the utilities exceed RM 250 (USD 65)* for the apartment, the students staying in the apartment will have to pay for the excess on sharing basis.

LAUNDRY FACILITIES

Washing Machine is available in all apartments on Self-service basis.

CHECK OUT PROCEDURE

1 Month Advance Notice of Vacancy is needed with parent consent letter before check out. Failure to provide the required document will result in **TWO (2)-MONTHS' DEPOSIT FORFEITED**.

Time: Monday to Saturday - 10am to 4.30pm

CAMPUS CONNECT @ APU

Free regular transportation - Campus Connect @APU is provided to and from the University for Students staying in APU managed accommodation on weekdays.

ON-CAMPUS AND SATELLITE CAMPUS RESIDENCE @ TPM

COVER CHARGE

Students are required to pay a one-time cover charge regardless of duration of stay. It includes a welcome pack with a bed sheet, pillow and mattress protector. Comforter is optional at **RM 100 (USD 25)*.**

On-Campus Cover Charge : **RM 400 (USD 100)***

Satellite Campus Residence Cover Charge : **RM 150 (USD 38)***

SECURITY ACCESS CARD

Students staying at On-Campus and Satellite Campus Residence @ TPM will need to use APCARD to access their apartment and rooms. Students will be charged **RM 100 (USD 25)*** to replace the lost or damaged cards. Students need to return the access card upon check-out from the accommodation.

CARPARK

Students can purchase season parking in the carpark.

BOOKING GUIDELINES

Room options are available on a **FIRST COME, FIRST SERVED BASIS**. Your selected accommodation is **ONLY GUARANTEED**, if you have paid **TWO (2)-MONTHS' DEPOSIT** and **ONE(1)-MONTH RENTAL** in advance at the time of booking and once University has confirmed your booking. You are required to have a mattress protector & bed sheet before being allowed to use the beds; you will be given the Bed Set once you have paid for the cover charge. Additional Bed Sets can be purchase for RM 85 (USD 22)*. Students would be charged a fine of RM 50 (USD 15)* for each non-compliance if the mattress protector is not used at all times on the beds.

The tenancy is for a **MINIMUM PERIOD OF 4 (FOUR) MONTHS**. Students are required to pay **TWO (2)-MONTHS' DEPOSIT** and **ONE(1)-MONTH RENTAL**. Students need to provide **2 months' notice** in writing in order to get their deposit refunded. Student will be required to stay for a minimum of 4 months. Failure to fulfill the minimum tenancy period will result in **FORFEITURE OF THE DEPOSIT in FULL**.

ELECTRICITY USAGE

On-Campus Accommodation

Electricity usage in the room is on "Pay as you Use" basis using APCARD. You will be charged for actual electricity usage on a monthly basis. New tenants are required to pay RM50 as an initial Top-up which will be used to cover electricity usage after moving into the accommodation unit until the next top-up is required.

Satellite Campus Residence @ TPM

The rental is inclusive of utilities - water & electricity.

LAUNDRY FACILITIES

Self-service launderette is available in the accommodation on "Pay as you Use" basis.

CHECK OUT PROCEDURE

2 Month Advance Notice of Vacancy is needed with parent consent letter before check out, failure to provide the required documents will result in **TWO (2)-MONTHS' DEPOSIT FORFEITED**.

Time: Monday to Saturday - 10am to 12pm. Late check-out will be subjected to a surcharge of RM10/hour

CAMPUS CONNECT @ APU

Free regular transportation - Campus Connect @APU is provided to and from the LRT for Students staying in APU On-Campus and Satellite Campus Residence @ TPM on weekdays.

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SECTION E: IMPORTANT INFORMATION

All students intending to live at APU accommodation are required to provide **7 days' notice prior to arrival**. If the student arrives less than 7 days after confirming the accommodation, we reserve the right to house the student temporarily at another accommodation & will charge the student RM 50 (USD 15)* per day (Deluxe Rooms) and RM 75 (USD 20)* per day (Premium Rooms) for until being transferred to the permanent accommodation. Same rates will apply for overstays. Students will need to stay at Hotel at their own cost if APU accommodation is not available.

Students will **NOT** be allowed to check-in to the accommodation without the 2-months' Deposit and 1 month Rental and Cover Charge. APU reserve the right to refuse any bookings and would immediately terminate the use of apartments for non-payments or non-compliance with the rules and regulations.

Student will be required to stay for a minimum of 4 months. Failure to fulfill the minimum tenancy period will result in **FORFEITURE OF THE DEPOSIT in FULL**.

SECTION F: DECLARATION

I, the undersigned, hereby:

1. Confirm my understanding that this accommodation application is **SUBJECT TO ROOM AVAILABILITY** and that APU reserves the right to assign any other type of accommodation available, should bookings and payments not be made on time.
2. Confirm that I have read the accommodation Rules and Regulations (can also be downloaded from our website at <http://www.apu.edu.my/accommodation.htm>) and agree to abide by the said rules and regulations.
3. Confirm that I will pay the accommodation fees and deposit by the required dates.
4. Confirm that I understand the Internet Service is subject to availability by the service provider.
5. Confirm that I would be responsible for all items within the apartments and would pay for any damages during my stay.
6. Confirm that I will respect the other occupant's privacy and would not make excessive noise or hold gathering in the units and facilities in the apartments without prior approval from the University.
7. Confirm that I am not allowed to bring any guests to the accommodation.
8. Confirm that I understand that in an event any of the rules & regulations is violated, I will be asked to leave the accommodation within 24 hours.
9. Confirm that I understand that smoking, use of any drugs and consuming alcohol is not allowed in the apartments or in the associated facilities with the apartments.
10. Confirm that any exceeded utility or damages in the apartment not reported will be charged to all students staying in the apartment.
11. Confirm that I need to pay overstay charges if I fail to check-out from the accommodation on the necessary dates.
12. Confirm that I understand that in the event I fail to pay my rental on time, the University has the right to move me out of the apartment.
13. Rental, facilities, equipment and services currently provided at any of the apartments are subject to changes or revision from time to time and maybe effective at anytime without prior notice.

Student's Signature _____

Application Date _____

OFFICIAL USE ONLY

ASSIGNED APT/ROOM NO	INTAKE CODE	STUDENT ID NO.	CONFIRM BY	DATE

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Accommodation Rules & Regulations can also be downloaded from our website at <http://www.apu.edu.my/accommodation.htm>

PRIVACY STATEMENT

The purpose of requesting the personal data in this form is to assist us in processing your accommodation application and for statistical and information purposes. If you choose not to complete all the required sections or do not provide all the required information, it may not be possible to process your application. Access to the personal data you provide will be strictly on a need to know basis. By providing the personal data on this form, you give your consent to allow personal data and information to be processed securely and confidentially.

Tujuan kami meminta segala data peribadi anda di dalam borang ini adalah untuk membantu kami dalam memproses permohonan penginapan dan untuk tujuan statistik dan maklumat. Jika anda memilih untuk tidak melengkapkan semua bahagian yang diperlukan atau tidak menyerahkan semua maklumat yang diperlukan, kami tidak dapat memproses permohonan anda. Kami hanya akan rujuk data peribadi anda untuk mengetahui segala maklumat yang perlu diketahui. Dengan mengisi maklumat peribadi pada borang ini, anda memberikan persetujuan untuk membenarkan data peribadi dan maklumat diproses dengan selamat dan sulit.