

Perpustakaan Serambi Ilmu Rakyat (SIR)

Space Rental Form

Applicant Name :

Department/Organization (Please specify) :

Staff ID/IC Number :

Address :

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E-mail : Tel No (Office or mobile) :

Purpose :

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Estimated attendance : (up to 80 pax)

Date Requested : To : / Time : To :

Rental:

For Organization/Individual : RM400.00 (Perday)
RM300.00 (Deposit)

For Bank Rakyat and Subsidiaries : Will not be subject to any lease payment and should be verify by Head of Department and above:-
Name:
Position:
Signature:
Date:

Signature:..... Date:.....
 *** Any damage or loss of equipment in the room is responsibility to the applicant. **Send you form through walk-in or email us at: library@yayasanbankrakyat.com.my**

For office use only

Application Status : (Approve/Reject)

Reason :

.....

Executive/Manager Name :

Signature :

Date :