

[illegible]

<b>Customer's Information</b>	
<b>Name :</b>	<b>Staff No:</b>
<b>Depart/Club/Society/Others:</b>	<b>Tel. / Ext :</b>
<b>Purpose :</b> <b>Date :</b>  <b>Timr : From:</b> <b>Until :</b> <b>Vanue :</b> <input type="checkbox"/> MPLA <input type="checkbox"/> CT Lab 2 <input type="checkbox"/> ICT Lab 4 <input type="checkbox"/> ICT Lab 1 <input type="checkbox"/> CT Lab 3 <input type="checkbox"/> ICT Lab 5 <input type="checkbox"/> ICT Lab E <input type="checkbox"/> CT Lab 6 <input type="checkbox"/> ICT Lab 7	I Hereby agree/ disagree to the guideline stated <b>Signature &amp; Stamp:</b> <b>Date :</b>
<b>Equipment Required :</b> <input type="checkbox"/> LCD <input type="checkbox"/> Others : .....	<b>Recommendation (head of dept):</b> I recommend / do not recommend this application.  <b>Signature &amp; Stamp:</b> <b>Date:</b>
<b>For Office Use /Information Technology Department</b>	
<b>Note &amp; Guideline :</b> 1.Please submit ITD computer lab Booking form at least 3 working days. 2. All equipment must be returned immediately after use. 3 Food and drink are not allowed in all labs.	<b>I am please /regret to inform you that your application has been approved / rejected</b>  <b>Signature &amp; Stamp:</b> <b>Date:</b>