



**CABIN BORROWING**  
[MALE / FEMALE]

**1. DETAILS OF APPLICANT**

Name : .....

IC/Matric No : ..... Designation: .....

Phone No : ..... Kul/Inst/Dept : .....

**2. DETAILS OF CABIN**

Date (Check-in) : ..... Date (Check-out): .....

Time (Check-in) : ..... Time (Check-out): .....

Purposes : .....

No	Cabin Provided	Thick [ / ]	Remarks
1	Bed		
2	Pillow		
3	Locker		
4	Bed + Pillow cover		

*\*I will be responsible for the cabin equipment provided in good conditions and clean.*

*\*Please follow the IRS rules and regulation.*

**Signature of Applicant**

**Support by lecturer/ supervisor/ HOD**

.....

Name of applicant

Date

.....

Name/ Stamp

Date

**FOR OFFICE USE**

<p>Application can be <b>considered/ not considered*</b></p> <p>.....</p> <p>AD/Officer</p> <p>Signature and Stamp</p> <p>Date</p>	<p>Application can be <b>approved/ not approved*</b></p> <p>.....</p> <p>Head</p> <p>Signature and Stamp</p> <p>Date</p>
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**DETAILS OF CHECK-OUT THE CABIN**

Returned by,

.....

Name:

Date:

**Approval**

I hereby confirmed received the Cabin in good conditions.

Comment (if any):.....

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Signature/Stamp

Date: