



# RESERVATION FORM

## Putra Learning Space (PLS), CADe-Lead

Level 2, TNCPI Office Building, Universiti Putra Malaysia

### Rates:

Room	Daily Rental Rates by Agency Category (RM)			Notebook Rental/Unit (RM)
	A	B	C	
<b>Putra Learning Space (PLS)</b>	300	450	750	30
1 Training Room (Max 25 pax)				
<ul style="list-style-type: none"> <li>▪ 1 smart board + tracking camera</li> <li>▪ 3 smart TV + wireless hdmi</li> <li>▪ 4 LCD projector with screen</li> <li>▪ Cordless microphone</li> <li>▪ Glass writing board</li> </ul>				
1 Lounge and Registration Area				
<ul style="list-style-type: none"> <li>▪ 1 smart TV</li> <li>▪ 1 LCD projector with screen</li> <li>▪ Glass writing board</li> </ul>				

**Notes:** Stationery is not provided.

### Terms and Conditions

- Agency Category:

Agency Category		
A	B	C
University Staff, Students and UPM Association	Government/ Statutory Body/ Government Agency	Government Business Body/ Private/ UPM Subsidiary/ Cooperative

- Daily rental rates are during office hours from 9:00 am to 5:00 pm. An additional charge of 10% per subsequent hour is applied for use beyond the relevant time. The rental rate for this space was approved by the UPM Finance Standing Committee on 27 April 1996 and 23 March 2015 (rate review).
- All rental payments in cash or using a credit card can be made at the Treasurer's Counter 3, Lower Level of the UPM Putra Chancellery Building from 8.00am to 4.30pm (Monday-Friday). Payment will be credited to account S-01-12051-DA-R20080.
- EFT payment method:
 

Beneficiary Name	: KIRA-KIRA AM UPM
UPM Account No.	: 80-0215196-3
Beneficiary Bank	: CIMB Bank Berhad
Bank's Address	: CIMB Cawangan UPM, Ground Floor, Blok B, Bangunan Pusat Pelajar, 43400 Serdang, Selangor, Malaysia
- Only basic equipment such as tables, chairs, LCD Projectors, screens and audio visual systems with speakers/ microphones are provided at the specified location. The tenant needs to bring technical staff and additional equipment (if necessary) to ensure the smooth running of the program.
- The tenant must ensure the cleanliness of the rental space and return the layout of the equipment to its original position after the end of a program. Placing information/ posters/ graphics/ location pointers on building walls is absolutely NOT ALLOWED.

Director  
Centre for Academic Development  
and Leadership Excellence (CADe-Lead)  
4th Floor, Canselori Putra Building  
Universiti Putra Malaysia  
43400 UPM Serdang, Selangor  
(Attn: **Mr. Mohamad Mazzuan Jamaludin**)

## Reservation of Putra Learning Space (PLS), CADe-Lead

We would like to make a reservation as the details below:

Name : .....  
Department/ Agency : .....  
Program Name/ Activity : .....  
Date : .....  
Time : .....  
Telephone Number : .....  
Notebook rental : (YES) \_\_\_\_\_ unit (NO)

Payment of **RM** \_\_\_\_\_ will be made via:

(please tick (v) one)

Cash  Local Purchase Order  EFT/ Bank Transfer

Adjustment between  
UPM's Responsibility Centre

Vot. No.: \_\_\_\_\_

Yours sincerely,

.....

Name:

Date:

Official Stamp:

Please return this form together with proof of payment to the Centre for Academic Development and Leadership Excellence (CADe-Lead), Universiti Putra Malaysia via email: [mazzuan@upm.edu.my](mailto:mazzuan@upm.edu.my).  
**For enquiries please call 03-9769 6112/ 6135.**

*Important note:*

*UPM reserves the right to cancel this order no later than three days prior to the booking date.*