



UNIVERSITI
MALAYSIA
KELANTAN

UMK(B01.01.06)(80-18)Pind. 1

Tarikh Kuatkuasa: 01 Oktober 2025

**BORANG PERMOHONAN CENDERAMATA
SOUVENIR APPLICATION FORM**

**PUSAT KOMUNIKASI KORPORAT
CORPORATE COMMUNICATION CENTER**

A. MAKLUMAT PEMOHON/ APPLICANT DETAILS

Nama/ Name :	
No. Staf/ Staff No. :	No. Telefon/ Contact No.:
Pusat Tanggungjawab/ Responsibility Centre:	
Tarikh Permohonan/ Application Date:	Tarikh Cenderahati Diperlukan/ Required Date:
Tujuan Diperlukan/ Purpose of Application: (Sila lampirkan dokumen sokongan/ Please attach supporting documents)	

B. JENIS PERMOHONAN/ TYPE OF APPLICATION

Diisi oleh Pemohon / To be completed by Applicant			Untuk Kegunaan Pejabat/ For Office Use Only	
Bil./ No.	Maklumat Penerima/ Recipient Details	Jumlah Dipohon/ Quantity Requested	Jumlah Diluluskan/ Quantity Approved	Jenis Cenderamata Yang Diluluskan/ Approved Souvenir Items
1.				
2.				
3.				
4.				
5.				

Tandatangan Pemohon/ Applicant's Signature: Cop Rasmi/ Official Stamp	Kelulusan/ Approval: Pusat Komunikasi Korporat/ Corporate Communication Center	Tandatangan Penerima/ Recipient's Signature: Nama/ Name: Tarikh Barang Diterima/ Date of Collection:
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NOTA/ NOTE:

- Borang permohonan ini mestilah **diemalkan** kepada **pkk@umk.edu.my** selewat-lewatnya **tiga (3) hari bekerja** sebelum tarikh pengambilan cenderamata. Borang yang tidak menepati syarat ini akan **DITOLAK**./This application form must be **emailed** to **pkk@umk.edu.my** at least **three (3) working days** before the souvenir collection date. Forms that do not comply with this requirement will be **REJECTED**.
- Setiap organisasi hanya layak menerima satu (1) plak sahaja bagi setiap program atau majlis./ *Each organization is entitled to receive only one (1) plaque for each program or event.*
- Cenderamata hanya diberikan kepada penerima dengan jawatan tertinggi dalam organisasi berkenaan./ *Souvenirs are only to be presented to individuals holding the highest position within the respective organization.*