



**UNIVERSITY OF MALAYA**  
The Leader in Research & Innovation



**UMCIC**  
UM CENTRE OF INNOVATION & COMMERCIALIZATION  
advancing into new frontiers

Reference no.:

Quotation no.:

Date :

## REGISTRATION FORM FOR MyLiSA FACILITIES

Note: Please tick (v) on appropriate box

### SECTION I: USER DETAILS

Equipment Name : \_\_\_\_\_

User Name : \_\_\_\_\_

Institution Name : UM  Others  Please specify: \_\_\_\_\_

Department/Faculty : \_\_\_\_\_

Address (External User) : \_\_\_\_\_

User Has Experience Handling the Equipment?: YES  NO

Telephone No. : \_\_\_\_\_ (O) \_\_\_\_\_ (H/P)

Email Address : \_\_\_\_\_

### SECTION II: RENTAL DETAILS

Date (Non Frequent User): \_\_\_\_/\_\_\_\_/\_\_\_\_ (Time) From: \_\_\_\_\_ To: \_\_\_\_\_

Total charges : RM \_\_\_\_\_ x \_\_\_\_\_ samples/hours/run = RM \_\_\_\_\_  
(Please refer to Rental Charges)

Frequent User Package : \_\_\_\_\_  
(Please refer to Rental Charges)

Special Request : \_\_\_\_\_  
(Subject to availability)

**Terms and Condition:**

1. Payment shall be made at least three (3) working days prior to schedule date:  
a) via E-PAY@UM at <https://epay.um.edu.my>, or  
b) to UM.0000734/KWJ.AK Tabung Makmal MyLiSA via internal/journal money transfer
2. Payment term is 100% upon agreement and the payment must be made within fourteen (14) days after invoice is issued. The payment is subject to one (1) year validity from date of submission.
3. Failure to pay on time will result in the cancellation of your booking.
4. Booking cancellation must be done at least three (3) working days before the scheduled date.

Principal Investigator's Name/Signature/Stamp:

Date:

Note: Please Use separate form for registering different equipment

### SECTION III: MyLiSA LAB USE ONLY

Booking Reference No. : UMCIC/EQ/\_\_\_\_/\_\_\_\_

Total Charges : RM \_\_\_\_\_

Mode of Payment : E-PAY@UM  Internal/Journal Transfer

Application Status : Approved  Not Approved

Officer's Signature & Stamp :

Date :