



**OPERASI PERKHIDMATAN SOKONGAN
BAHAGIAN PERUMAHAN DAN PENEMPATAN
(HAL EHWAL PELAJAR DAN ALUMNI)
Kod Dokumen: OPR/HEPA/BR00/BPP**

**BORANG TEMPAHAN RUMAH TETAMU & STUDIO
GUEST HOUSE & STUDIO BOOKING FORM**

TYPE OF ROOM	RATE CHARGES (RM)											
	NORMAL RATES				MOBILITY STUDENTS				UPM INTERNATIONAL VISITOR			
	DAILY	1 WEEKS	2 WEEKS	1 MONTH	DAILY	1 WEEKS	2 WEEKS	1 MONTH	DAILY	1 WEEKS	2 WEEKS	1 MONTH
STUDIO	85.00	595.00	1,190.00	2,550.00	85.00				85.00	600.00	1,200.00	1,900.00
APARTMENT	190.00	1,330.00	2,660.00	5,700.00		700.00	1,400.00	2,500.00 (500.00/Person/ Room/Male) (400.00/Person/ Room/Female)	171.00	700.00	1,600.00	2,500.00

CUSTOMER INFORMATIONS:

NAME	
HANDPHONE	
CATEGORIES	<input type="checkbox"/> UPM STUDENT <input type="checkbox"/> PUBLIC <input type="checkbox"/> UPM RESEARCHER <input type="checkbox"/> VISITOR <input type="checkbox"/> UPM VISITOR <input type="checkbox"/> MOBILITY STUDENT
MATRIC NUMBER	
PASSPORT/IDENTITY CARD NUMBER	
COUNTRY	

OFFICE USE ONLY

PAYMENT RECORD:

<input type="checkbox"/> PAYMENT BY GATE WAY	<input type="checkbox"/> PAYMENT BY TRANSFER JOURNAL (Agency: _____)
<input type="checkbox"/> PAYMENT BY BOOST	<input type="checkbox"/> PAYMENT BY ONLINE TRANSFER (CIMB-8002-1519-63)

PLACEMENT RECORD:

CHECK-IN TIME	2.00 PM					
CHECK-OUT TIME	12.00 PM					
STUDIO	<input type="checkbox"/> Studio 1	<input type="checkbox"/> Studio 4	CHECK-IN DATE	CHECK-OUT DATE	TOTAL OF DAYS	RM
	<input type="checkbox"/> Studio 2	<input type="checkbox"/> Studio 5				
	<input type="checkbox"/> Studio 3	<input type="checkbox"/> Studio 6				
APARTMENT	Apartment Unit: _____		CHECK-IN DATE	CHECK-OUT DATE	TOTAL OF DAYS	RM
	Room Number: _____					
	TOTAL					RM

ACKNOWLEDGEMENT:

CUSTOMER SIGNATURE		DATE	
OFFICER SIGNATURE AND STAMP		DATE	

NO SEMAKAN : 00
 NO. ISU : 00
 TARIKH KUATKUASA : 1 OKTOBER 2022

