



**PERMOHONAN LAWATAN KE LUAR NEGARA / APPLICATION FOR PERSONAL OVERSEAS TRIP**  
**[LAWATAN PERSENDIRIAN SELAIN DARIPADA KE SINGAPURA/ALL COUNTRIES EXCEPT SINGAPORE]**

**Nota /Note:** Sila serahkan kepada UPMI 14 hari sebelum tarikh berlepas Borang ini perlu di isi dalam satu (1) salinan sahaja/Kindly please submit to UPMI office at least 14 days from the date of departure. This form must be filled up in one (1) copy only.

<b>1. MAKLUMAT PERIBADI PEMOHON / APPLICANT'S PERSONAL PARTICULAR</b>								
NAMA PENUH / FULL NAME								
JAWATAN / DESIGNATION								
NO.MYKAD / NO. PASSPORT NRIC / PASSPORT NO				NO. STAF/ STAFF NO.				
NO. TEL. PEJABAT / OFFICE TEL. NO.				NO. FAKS / FAX NO.				
NO. HP / HAND PHONE				E-MEL / E-MAIL ADDRESS				
PUSAT / BAHAGIAN / UNIT CENTRE / DIVISION / UNIT								
WARGANEGARA / NATIONALITY								
<b>2. MAKLUMAT LAWATAN / TRIP PARTICULAR [Sila tandakan <input checked="" type="checkbox"/> pada kotak / Please tick <input checked="" type="checkbox"/> in the appropriate box ]</b>								
JENIS LAWATAN / TYPE OF TRIP	PERIBADI / PERSONAL	BERKUMPULAN / GROUP	PENGANJUR/ ORGANISER					
ALAMAT PENGANJUR / ORGANISER'S ADDRESS								
KETUA ROMBONGAN / ORGANISER'S LIASON OFFICER								
NO.TEL & FAKS PENGANJUR / ORGANISER'S FAX &TEL. NO.			PEJABAT / OFFICE			HP / HAND PHONE		
TEMPAT LAWATAN / COUNTRY TO VISIT								
TARIKH LAWATAN / VISITING DATE			DARIPADA / FROM			HINGGA / TO		
TEMPOH LAWATAN / LENGTH OF VISIT	HARI / DAYS		BULAN / MONTHS					
PERBELANJAAN OLEH / TOTAL EXPENSES PAID BY	PERSENDIRIAN / PERSONAL		LAIN-LAIN / OTHERS (Sila nyatakan / Please specify source)					
CUTI YANG DILULUSKAN / APPROVED LEAVE (Sila lampirkan / Please attach)	CUTI REHAT / ANNUAL LEAVE		LAIN-LAIN / OTHERS (Sila nyatakan / Please specify)					
Saya mengesahkan semua lampiran yang diperlukan telah disertakan / I have duly completed this form and attached the following supporting documents and hereby declare that the particulars in this application are true.								
TANDATANGAN PEMOHON / APPLICANT'S SIGNATURE				TARIKH / DATE :				
<b>3. ULASAN KETUA PUSAT / BAHAGIAN / UNIT RECOMMENDATION BY HEAD OF CENTRE / DIVISION / UNIT</b>								
DISOKONG / RECOMMENDED			TANDATANGAN & COP / SIGNATURE :					
TIDAK DISOKONG / NOT RECOMMENDED			TARIKH / DATE :					
ULASAN / REMARKS								
<b>4. KELULUSAN PENGARAH URUSAN / DEKAN UTMSpace APPROVAL BY MANAGING DIRECTOR / DEAN UTMSpace</b>								
DILULUSKAN / APPROVED			TANDATANGAN & COP / SIGNATURE :					
TIDAK DILULUSKAN / NOT APPROVED			TARIKH / DATE :					
ULASAN / REMARKS								