



**INSTITUT KEPIMPINAN dan PEMBANGUNAN (ILD) .UNIVERSITI TEKNOLOGI MARA 31800 TANJUNG TUALANG .  
PERAK DARUL RIDZUAN . TEL: 05-361 6200 / FAKS : 05-361 6238  
e-mail:ildperak@uitm.edu.my  
http://ildperak.uitm.edu.my**

## BORANG TEMPAHAN KEMUDAHAN KURSUS

| A. Maklumat Pemohon :  | KEGUNAAN PEJABAT  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
|--|---|--------------------------|--|------------------|-----------------|---------|--------------------------|--|----------------|----------|--------------------------|--|----------------------|----------|--------------------------|--|------------------|---------|--------------------------|--|----------------|---------|--------------------------|--|-----------------|----------|--------------------------|--|----------|--|--------------------------|-------|-------------------|--|--------------------------|--|--|
| Nama : _____   | No. Siri : _____  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| Jawatan : _____ No. Pekerja (UiTM) : _____   | Tarikh Terima Borang : _____  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| Jabatan/ Organisasi : _____  |   |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| No. Telefon : _____ No. Faks : _____   |   |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| H/P : _____ e-mail : _____   |   |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| B. Maklumat Tempahan/ Program :  |   |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| Nama Program/ Kursus : _____   | <input type="checkbox"/> Lulus<br><input type="checkbox"/> Tidak Lulus<br><input type="checkbox"/> Tarikh Baru<br>_____ |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| Tarikh Mula : _____ / _____ / _____ Masa <i>Check-In</i> : _____   |   |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| Tarikh Tamat : _____ / _____ / _____ Masa <i>Check-Out</i> : _____   |   |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| Jumlah Peserta : _____ orang Jumlah Urusetia : _____ orang<br>(Tidak termasuk urusetia)  | <b>Penempatan Penginapan :</b>  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| Lelaki : _____ orang Lelaki : _____ orang  | - Villa Wawasan <input type="checkbox"/>  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| Wanita : _____ orang Wanita : _____ orang  | - Villa Warisan <input type="checkbox"/>  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| Sila tanda ( / ) dan isi kapasiti tempahan pada ruang yang berkenaan   | - Vila Perdana <input type="checkbox"/>   |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| <b>Tempahan Dewan Seminar/ Makanan</b>   |   |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| <b>Dewan Seminar</b><br><input type="checkbox"/> Dewan Seminar Warisan (Kapasiti 60 - 110 orang) <input type="checkbox"/> Bilik Tutorial- Cendekia 1 , 2 & 3 (Kapasiti 30 orang)<br><input type="checkbox"/> Dewan Seminar Wawasan (Kapasiti 60 orang) <input type="checkbox"/> Bilik Siber 1 (Kapasiti 20 orang)<br><input type="checkbox"/> Dewan Bestari 1 & 2 (Kapasiti 60 -110 orang) <input type="checkbox"/> Bilik Siber 2 (Kapasiti 30 orang)<br><input type="checkbox"/> Dewan Bestari 3 & 4 (Kapasiti 60 -110 orang) <input type="checkbox"/> Bilik Mesyuarat Wawasan<br><input type="checkbox"/> Dewan Banquet (Kapasiti 400 orang) <input type="checkbox"/> Bilik Mesyuarat Utama<br><input type="checkbox"/> Karaoke <input type="checkbox"/> Rempuh Halangan   | <b>Penggunaan Dewan :</b>   |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
|  | - Dewan Seminar Warisan <input type="checkbox"/>  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
|  | - Dewan Seminar Wawasan <input type="checkbox"/>  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
|  | - Dewan Seminar Bestari 1 & 2 <input type="checkbox"/>  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
|  | - Dewan Seminar Bestari 3 & 4 <input type="checkbox"/>  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
|  | Cendekia 1 (Bilik tutorial) <input type="checkbox"/>  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
|  | Cendekia 2 (Bilik tutorial) <input type="checkbox"/>  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
|  | Cendekia 3 (Bilik tutorial) <input type="checkbox"/>  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
|  | Bilik Siber 1 <input type="checkbox"/>  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
|  | Bilik Siber 2 <input type="checkbox"/>  |                          |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| <b>Penyediaan Makanan</b><br><table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center;"><u>Masa</u></th> <th style="width: 10%;"></th> <th style="width: 30%; text-align: center;"><u>Kekerapan</u></th> </tr> </thead> <tbody> <tr> <td>i. Sarapan Pagi</td> <td style="text-align: center;">7.00 am</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>ii. Minum Pagi</td> <td style="text-align: center;">10.00 am</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="checkbox"/> 6 kali sehari</td> </tr> <tr> <td>iii. Makan Tengahari</td> <td style="text-align: center;">12.30 pm</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="checkbox"/> 5 kali sehari</td> </tr> <tr> <td>iv. Minum Petang</td> <td style="text-align: center;">4.00 pm</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="checkbox"/> 4 kali sehari</td> </tr> <tr> <td>v. Makan Malam</td> <td style="text-align: center;">6.30 pm</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="checkbox"/> 3 kali sehari</td> </tr> <tr> <td>vi. Minum Malam</td> <td style="text-align: center;">10.00 pm</td> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="checkbox"/> lain-lain (Sila nyatakan)</td> </tr> <tr> <td>vii. BBQ</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>viii. Air Mineral</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> |   | <u>Masa</u>              |  | <u>Kekerapan</u> | i. Sarapan Pagi | 7.00 am | <input type="checkbox"/> |  | ii. Minum Pagi | 10.00 am | <input type="checkbox"/> | <input type="checkbox"/> 6 kali sehari | iii. Makan Tengahari | 12.30 pm | <input type="checkbox"/> | <input type="checkbox"/> 5 kali sehari | iv. Minum Petang | 4.00 pm | <input type="checkbox"/> | <input type="checkbox"/> 4 kali sehari | v. Makan Malam | 6.30 pm | <input type="checkbox"/> | <input type="checkbox"/> 3 kali sehari | vi. Minum Malam | 10.00 pm | <input type="checkbox"/> | <input type="checkbox"/> lain-lain (Sila nyatakan) | vii. BBQ |  | <input type="checkbox"/> | _____ | viii. Air Mineral |  | <input type="checkbox"/> |  |  |
|  | <u>Masa</u>   |                          | <u>Kekerapan</u>                                   |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| i. Sarapan Pagi  | 7.00 am   | <input type="checkbox"/> |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| ii. Minum Pagi   | 10.00 am  | <input type="checkbox"/> | <input type="checkbox"/> 6 kali sehari             |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| iii. Makan Tengahari   | 12.30 pm  | <input type="checkbox"/> | <input type="checkbox"/> 5 kali sehari             |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| iv. Minum Petang   | 4.00 pm   | <input type="checkbox"/> | <input type="checkbox"/> 4 kali sehari             |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| v. Makan Malam   | 6.30 pm   | <input type="checkbox"/> | <input type="checkbox"/> 3 kali sehari             |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| vi. Minum Malam  | 10.00 pm  | <input type="checkbox"/> | <input type="checkbox"/> lain-lain (Sila nyatakan) |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| vii. BBQ   |   | <input type="checkbox"/> | _____  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |
| viii. Air Mineral  |   | <input type="checkbox"/> |  |                  |                 |         |                          |  |                |          |                          |  |                      |          |                          |  |                  |         |                          |  |                |         |                          |  |                 |          |                          |  |          |  |                          |       |                   |  |                          |  |  |

Sila isi kapasiti tempahan pada ruang yang berkenaan  
**Tempahan Penginapan**

| Penginapan  | Jumlah Bilik/Vila | Tempahan                 |
|---|-------------------|--------------------------|
| <b><u>Vila Wawasan</u></b>                                      |                   |                          |
| i. Bilik standard Deluxe (2 orang)                              | 3                 | <input type="checkbox"/> |
| ii. Bilik Standard Single (2 orang)                             | 4                 | <input type="checkbox"/> |
| iii. Bilik Standard Sharing (2 orang)                           | 48                | <input type="checkbox"/> |
| iv. Bilik Suite   | 1                 | <input type="checkbox"/> |
| <b><u>Vila Warisan (Jenis Banglo)</u></b>                       |                   |                          |
| i. Penginapan 7 orang<br>(Vila Jelawat)                         | 1                 | <input type="checkbox"/> |
| ii. Penginapan 10 orang<br>(Vila Lampam/Baung<br>/Kalui/Tengas) | 4                 | <input type="checkbox"/> |
| iii. Penginapan 9 Orang<br>(Vila Belida/ Keli /Patin)           | 3                 | <input type="checkbox"/> |
| iv. Penginapan 16 Orang<br>(Vila Sebarau / Toman/ Kelisa)       | 3                 | <input type="checkbox"/> |
| v. Penginapan 10 orang<br>(Vila Tilapia)                        | 1                 | <input type="checkbox"/> |
| <b><u>Vila Perdana A</u></b>                                    |                   |                          |
| i. Bilik Single ( 2 orang)                                      | 65                | <input type="checkbox"/> |
| ii. Bilik Suite ( 1 orang)                                      | 5                 | <input type="checkbox"/> |
| <b><u>Vila Perdana B</u></b>                                    |                   |                          |
| i. Bilik Single ( 2 orang)                                      | 74                | <input type="checkbox"/> |

**Keluar Sebutarga :**

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| Sudah                    | Belum                    |
| Oleh :                   | _____                    |
| Tarikh :                 | _____                    |

**Tindakan Susulan :**

|                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| Setuju                   | Batal                    |
| Oleh :                   | _____                    |
| Tarikh :                 | _____                    |

**C. PENGESAHAN KETUA JABATAN/ BAHAGIAN/ UNIT**

\_\_\_\_\_  
TANDA TANGAN KETUA JABATAN

\_\_\_\_\_  
COP JABATAN

\* Tempahan ini akan disahkan setelah pihak kami menerima maklumbalas dari pihak tuan/puan.

\* Bil tuntutan akan dikeluarkan mengikut tempahan yang dibuat. Sekiranya bilangan kehadiran melebihi daripada tempahan, bil tuntutan akan dikeluarkan mengikut bilangan sebenar.

\* Pengesahan tempahan hendaklah dibuat dalam masa 7 hari bekerja.

\* Sila sertakan Pesanan Jabatan(LO) sekiranya bil. tuntutan melebihi RM1,000.00.

\* Sebarang pindaan hendaklah dibuat sebelum tempoh 24 jam program bermula.

\* Pihak Pengurusan berhak membatalkan segala tempahan yang telah dibuat atas kepentingan Universiti.

\* Perkhidmatan lain akan dikenakan bayaran tambahan.

\* Masa check-in 2.00 petang dan masa check-out 12.00 tengahari

Tarikh Disediakan: 26/02/2016