

APPLICATION FOR WORK SPACE IN INNOFARM
FAKULTI TEKNOLOGI DAN SAINS MAKLUMAT
(*Permohonan Ruang Kerja di InnoFarm, Blok D*)

Picture

TENANT INFORMATION	
Name:	
Identification Card No:	Company Registration No:
Tel No:	Company Name:
Email:	Field:
Matrix No:	
Duration:	

WORK SPACE ALLOCATION INFORMATION	
Room / Cubical No:	PDK FTSM Signature:
Approval Date:	
**Warning Date:	**Warning Reason:
*** Work Space Revoke Date:	***Work Space Revoke Reason:

*** Terms and Conditions:**

- Priority will be given to students in Entrepreneur Track and Entrepreneur in Resident.
- Duration of stay: Maximum of 2 years. The contract will renew every semester.
- Unauthorized students/personnel are not allowed to use the facilities
- Only software compatible with the client and/or server operating system installed in the lab will be installed and supported.
- No eating and unruly behaviour is allowed in the Innofarm.
- Games will not be installed unless academic justification is provided.
- Software Licensing will be strictly enforced.

**** Warning notice will be issued if the student is absent for two (2) consecutive months.**

***** Work Space would be revoked if it is not fully optimized or upon completion of research work or any disciplinary issues. The management has the right to remove your belongings.**

(The Tenant will be notified if the warning is issued or workspace is revoked)

Rental Rate Information

No	Type of Tenant	Deposit	Rates per month
1	Company	RM200	Will refer to JANA@UKM
2	Entrepreneur in Resident	RM50	RM50
3	Freelancer	RM10	RM10
4	Student FTSM	-	-

CONFIRMATION & DECLARATION

I, _____ hereby,

1. Confirm my understanding that this rental rate application is subject to room availability.
2. Confirm that I have read the terms and conditions and agree to abide by the said rules and regulations.
3. Agree that the period of my rental is for _____ and will be renewed after every _____, subject to availability of rooms.
4. Understand fully that if I violate any of the said Regulations, I will be penalised and/or expelled from the Innoform Centre;
5. Understand that in the event of my expulsion, my rental for the unexpired accommodation period will be forfeited, my deposit refunded less any deductions due to the University for damage caused to the room and/or its contents (if any) and /or for excess electricity consumption.
6. Submit the deposit together with the Application Form for Room Rental for processing by PD Keusahawanan, FTSM.
7. Confirm to make the full payment of the rental before the commencement of the next month, failing which the booking will be cancelled.
8. Declare that all information given by me is complete, accurate and true. Any information given falsely or withheld will affect my application and/or agreement.

Date

Signature of Applicant / Student