

No. Rujukan/Ref. No:

PERMOHONAN PERKHIDMATAN FOTOGRAFI

MAKLUMAT PEMOHON / APPLICANT INFORMATION	
Nama <i>Name</i>	
Jabatan <i>Department</i>	
No. Telefon <i>Telephone No.</i>	
Tarikh Majlis <i>Event Date</i>	
Masa Majlis (Mula & Akhir) <i>Event Time (Start & End)</i>	
Lokasi <i>Location</i>	
Tujuan <i>Purpose</i>	<input type="checkbox"/> Majlis/Event <input type="checkbox"/> Pengajaran/Learning <input type="checkbox"/> Penyelidikan/Research <input type="checkbox"/> Peperiksaan/Examination
Ringkasan Penggambaran <i>Summary of shooting</i>	
PENGESAHAN / CONFIRMATION	
Tandatangan & Cop Pemohon/ <i>Applicant Signature & Stamp</i>	Tandatangan & Cop Ketua Jabatan/ <i>Head of Department Signature & Stamp</i>
Nama/Name: Tarikh/Date:	Nama/Name: Tarikh/Date:
UNTUK KEGUNAAN PEJABAT / FOR OFFICE USE	
Diterima Oleh <i>Received by:</i>	Tindakan/Action: <input type="checkbox"/> Diluluskan/Approved <input type="checkbox"/> Tidak Diluluskan/Not Approved Tandatangan / Signature:
Nama/Name: Jawatan/Position: Tarikh/Date:	Ketua Unit (VICFOM) / Head of Unit (VICFOM) Nama/Name: Tarikh/Date:

Nota / Note:

- Permohonan hendaklah sekurang-kurangnya **7 Hari** sebelum perkhidmatan diperlukan.
Applications must be submitted at least 7 days before the service is required.
- Tertakluk kepada ketersediaan dan jadual jurugambar
Dependent on photographer availability and schedule.