



UNIVERSITI
MALAYSIA
KELANTAN

UMK/B20.00/01/2023 Pind. 1

Tarikh Kuatkuasa : 28 November 2023

BORANG PERMOHONAN PENYEDIAAN / PENYEMAKAN DOKUMEN PERUNDANGAN
APPLICATION FORM FOR DRAFTING / REVISING OF LEGAL DOCUMENT

PEJABAT PENASIHAT UNDANG-UNDANG
LEGAL ADVISOR OFFICE

KATEGORI
CATEGORY

Sila isi di ruangan yang berkenaan
Please fill in wherever applicable

Perjanjian
Agreement

Surat Niat
Letter of Intent

Memorandum Persefahaman
Memorandum of Understanding

Dokumen Perundangan Lain
Other legal document

.....
(Sila nyatakan)
(Please state)

PUSAT TANGGUNGJAWAB (PTj)
DEPARTMENT

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PIHAK YANG TERLIBAT
PARTIES INVOLVED

Nama Institusi / Agensi / Individu : <i>Name of Institution / Agency / Individual :</i>	
Alamat : <i>Address :</i>	
Nama Pegawai untuk dihubungi : <i>Name of Officer in charge :</i>	
No. Telefon : <i>Telephone No. :</i>	No. Telefon Bimbit : <i>Handphone No. :</i>
No. Faksimile : <i>Facsimile No. :</i>	E-mel : <i>Email :</i>
Latar Belakang Institusi / Agensi / Individu : <i>Background of Institution / Agency / Individual :</i>	
<i>(Sila lampirkan jika ada maklumat tambahan)</i> <i>(Please attach any additional information (if any))</i>	

MAKLUMAT DOKUMEN PERUNDANGAN

DETAILS OF LEGAL DOCUMENT

Objektif – Nyatakan tujuan Dokumen Perundangan ini :

Objective – Please state the objective of the legal document :

Bidang Perkhidmatan / Kerjasama / Program dll – Nyatakan bidang perkhidmatan / kerjasama / program yang dicadangkan :

Scope of Service / Collaboration / Program and others – Please state the area of service / collaboration / proposed programme :

Aktiviti – Perincikan aktiviti utama yang akan dijalankan (jika berkaitan) :

Activity – Specify the main activity that will be carried out (if related) :

Tempoh – Tempoh perkhidmatan / kerjasama / program dll :

Duration – Duration of service / collaboration / programme and others :

Tarikh – Tarikh mula dan tamat perkhidmatan / kerjasama / program dll :

Date – Commencement date and expiry date of service / collaboration / programme and others :

KELULUSAN KETUA PTj

APPROVAL BY HEAD OF DEPARTMENT

<p>Pemohon : <i>Applicant :</i></p> <p>.....</p> <p>Tandatangan Pemohon & Cop Rasmi <i>Applicant Signature & Official Stamp</i></p> <p>Tarikh : <i>Date :</i></p>	<p>Kelulusan Ketua PTj : <i>Approval by Head of Department :</i></p> <p>.....</p> <p>Tandatangan Ketua PTj & Cop Rasmi <i>Head of Department Signature & Official Stamp</i></p> <p>Tarikh : <i>Date :</i></p>
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Catatan :

Note :

1. PTj dipohon untuk membuat semakan terhadap dokumen perundangan yang disediakan / disemak agar ia memenuhi kehendak PTj.
The Department is requested to review the legal documents prepared / revised to ensure they meet the department's requirements
2. Sila kemukakan borang yang telah diisi dengan lengkap kepada Pejabat Penasihat Undang-Undang untuk tindakan selewat-lewatnya enam (6) bulan sebelum tarikh mula perkhidmatan / kerjasama / program dan lain-lain.
Please submit the completed form to the Legal Advisor Office for necessary action at least six (6) months before the commencement of services / collaboration / programme and other related activities.
3. PTj bertanggungjawab untuk melaporkan status dokumen perundangan dari semasa ke semasa melalui aplikasi e-Kolaborasi dalam e-Community.
The department is responsible for reporting the status of the legal documents from time to time through e-Kolaborasi application in the e-Community.