

**Bendahari**  
**Pejabat Bendahari**  
**UTM Kuala Lumpur**  
**54100 Jln Semarak, Kuala Lumpur**

**BORANG INI HENDAKLAH DIKEMUKAKAN SEGERA**  
**(PLEASE SEND THIS FORM TO)**  
**NO. FAKS/FAX NO: 03-26940290**  
**NO. TEL/TEL. NO: 03-26154909**  
**EMAIL: habibah.kl@utm.my**

**BORANG TUNTUTAN SEMULA CEK TAMAT TEMPOH LAKU/HILANG**  
**(RECLAIM OF EXPIRED/LOST CHEQUE FORM)**

**MAKLUMAT CEK (Cheque details)**

1. Cek No. (Cheque no.) \_\_\_\_\_ bertarikh (dated) \_\_\_\_\_ Jumlah (Amount) RM \_\_\_\_\_
2. Cek No. (Cheque no.) \_\_\_\_\_ bertarikh (dated) \_\_\_\_\_ Jumlah (Amount) RM \_\_\_\_\_
3. Cek No. (Cheque no.) \_\_\_\_\_ bertarikh (dated) \_\_\_\_\_ Jumlah (Amount) RM \_\_\_\_\_

Tidak menerima cek sebab/Reasons for not receiving cheque:

- Pindah (Shifted)                       Alamat salah / tidak lengkap (Unclear/incomplete address)
- Lain-lain. Nyatakan (Others) : \_\_\_\_\_

Menerima cek tetapi/Received cheque but:

- Terlepas pandang (Did not notice)       Cek rosak / salah cetak (Damaged/wrongly printed cheque)
- Hilang (Lost)                                       Lambat terima (Late received)
- Lain-lain. Nyatakan (Others): \_\_\_\_\_      Sila pos ke alamat di bawah  
 (Please send to the address below)

Oleh kerana saya belum menerima bayaran tersebut, maka saya/Since I did not receive the payment, I would like to:

Menuntut balik bayaran/Reclaim payment

Kredit ke Akaun                      Nama bank: \_\_\_\_\_  
 (Credit to bank account)              (Name of bank)

No. akaun bank                                      
 (Account number)

Menderma ke tabung UTM (Donate to UTM account)

Tandatangan (Signature) : \_\_\_\_\_

Nama Syarikat (Company's name) : \_\_\_\_\_

Nama (Name) : \_\_\_\_\_

No. K/P/Passpot(I/C/Passpot no.) : \_\_\_\_\_ No. Staf (UTM Staff no) : \_\_\_\_\_

Alamat Pos (Postal Address) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

No. Tel/hp : \_\_\_\_\_

Emel (Email) : \_\_\_\_\_

Tarikh (Date) : \_\_\_\_\_

Cop Syarikat  
 (Company's stamp)



\* Tanda ( ✓ ) pada kotak yang berkenaan.  
 Please tick ( ✓ ) on the appropriate box

\*\*Sila sertakan penyata bank sebagai rujukan  
 Please attach bank statement as a reference