



**PUSAT PENGURUSAN MAKMAL  
UNIVERSITI (PPMU)**

Form Num.	UIRL/F/62
Version	1/2023
Effective Date	01/02/2023
Equipment	MASK ALIGNER
Sample Serial No.	

**MICRO/NANO FABRICATION & MACHINING LABORATORY  
SAMPLE SUBMISSION FORM**

**General Rules and Requirements:**

- All information provided should be true
- Booking will be notified/updated by email
- Booking procedure
  - Complete the application form including valid research vote number
  - Submit the completed application form to UIRL Sample Acceptance Counter
  - Fast Lane is offered to non-UTM customers with an additional 50% charge from the normal price**
- Sample Condition & Preparation
  - Samples preparation need to be done by applicant before submission
  - PPMU has the right to cancel any analysis if the sample is suspected to have high risk on the safety of the operator or can cause damage to the instrument during the analysis. The cost of damages will be borne by the customer.**
  - The remaining samples will be disposed of within a month after analysis is completed.**
- All enquiries regarding the **MASK ALIGNER** should be forwarded to the Science Officer (Mrs Nurnazmin Mohd Nordin, email: [nurnazmin@utm.my](mailto:nurnazmin@utm.my), or Assistant Engineer, Mr Muhammad Sulaiman Muhammad Zain, [m.sulaiman@utm.my](mailto:m.sulaiman@utm.my), tel: 07-557729) or visit our website at [ppmu.utm.my](http://ppmu.utm.my).

**1. APPLICANT'S PERSONAL PARTICULARS**

Name of Applicant							
Status of Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Matric No.							
Faculty/ Department							
Hand Phone No. & Email							

**2. SUPERVISOR DETAILS (for internal applicant and academic institution only)**

Name of Supervisor							
Staff ID No.							
Faculty/Department							
Hand Phone No.							
Email							
Mode of Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance of V29000	Research Vot No. (e.g.: QJ091600.24C3.01D32)						
	Balance of V29000						
Signature & Official Stamp	*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities						

**3. SAMPLE & ANALYSIS INFORMATION**

Total No. of Sample							
Name of Sample							
Sample Information							
Solvent							
Time	In		Hour				
	Out		Minute				
Remarks							