

 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL          UNIVERSITI (PPMU)</b>	Form Num.	UURL/F/62
		Version	1/2024
		Effective Date	01/03/2024
		Equipment	MASK ALIGNER
		Sample Serial No.	UURL/
<b>MICRONANO FABRICATION &amp; MACHINING LABORATORY</b>			
<b>SAMPLE SUBMISSION FORM</b>			

**General Rules and Requirements:**

1. All information provided should be true
2. Booking will be notified/updated by email
3. Booking procedure
  - a. Complete the application form including valid research vote number
  - b. Submit the completed application form to UURL Sample Acceptance Counter
  - c. **Fast Lane is offered to non-UTM customers with an additional 50% charge from the normal price**
4. Sample Condition & Preparation
  - a. Samples preparation need to be done by applicant before submission
  - b. **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.**
  - c. **The remaining samples will be disposed of within a month after analysis is completed.**
5. 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).
- 6.

1. APPLICANT'S PERSONAL PARTICULARS											
Name of Applicant											
Status of Applicant		Undergraduates		Master		PhD		Research			
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		Cash		EFT		Log card		Invoice		Fast Lane	
Balance of V29000		Research Vot No. (e.g.: Q.J091600.24C3.01D32)									
		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											