

大同韩新学院空间租借申请表 Venue Rental Application Form (外借)

| 申请人填写 To be Completed by the Applicant | | | | | | |
|---|--|--|-----------------------|------------|-------------------------|--|
| 姓 名 Name | 中 Chinese | | 英 English | | 身份证号码 IC no | |
| 单 位 Organization | | | | | 人数 Participant | |
| 地 址 Address | | | | | | |
| 联络号码 Contact No. | | | 电 邮 Email | | | |
| 租借场地 Venue | <input type="checkbox"/> 普通课室 A Classroom A <input type="checkbox"/> 普通课室 B Classroom B <input type="checkbox"/> 礼堂 Auditorium <input type="checkbox"/> 讨论室 Discussion Room <input type="checkbox"/> 摄影棚 Photography Studio <input type="checkbox"/> 舞蹈室 Dancing Room | | | | | |
| 租借器材 Equipment | <input type="checkbox"/> 投影机 Projector | | | | | |
| 租借用途 Purpose | | | | | | |
| 租借日期 Rental Date | 日期 Date | | | 时间 Time | | |
| 银行资料 Bank Info (作为订金退款之 用途 For deposit refund purpose) | 银行名字 Bank Name | | 账户号码 Account No | | 账户名字 Account Name | |
| 付款方式: 请将款项汇至以下户口, 并将姓名和电话号码, 连同付款单据电邮至 sa@hanxin.edu.my。 ONEWORLD HANXIN COLLEGE SDN BHD MayBank: 5148-4230-1788 Payment Methods: Please bank in to below account and email the bank-in slip with your name and phone number to sa@hanxin.edu.my ONEWORLD HANXIN COLLEGE SDN BHD MayBank: 5148-4230-1788 | | | | | | |

申请人声明 Applicant Declaration Section

本人/本机构已阅读韩新学院空间租借简章并同意遵守所有规则。

I/We have read and understand the Rental Rules and Regulations imposed by Oneworld Hanxin College and agree to be bound by them.

申请人签名
 Signature of Applicant
 (团体/商号请盖印并由
 主管人加签 Please insert
 seal and signature for
 Organizations and
 Companies)

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办公室填写 For Office Use

☐ 批准 Approve
 ☐ 不批准 Not Approve

行政处主任签名 : _____

Signature of Director Office of Administration

日期 Date: _____

☐ 批准 Approve
 ☐ 不批准 Not Approve

行政处主任签名 : _____

Signature of Director Office of Administration

日期 Date: _____

行政处主任签名： _____
Signature of Director Office of Administration _____

| | |
|---|----------|
| 行政处主任签名 : Signature of Director Office of Administration | 日期 Date: |
|---|----------|

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|---|
| 财务处填写 To be Completed by Finance Department |
|---|

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|--------------|--|
| Total Amount | |
|--------------|--|

☐ Bank In/ Transfer ☐ Cash

☐ Bank In/ Transfer ☐ Cash

| | |
|-------------|--|
| Receipt No. | |
|-------------|--|

| | |
|--------------|--|
| Payment Date | |
|--------------|--|

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| Handle by | |
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