

 UNIVERSITI MALAYSIA KELANTAN	UMK(B01.08.09)(17-16)	Tarikh Kuatkuasa : 26 Oktober 2023
	<b>TUTUP KOD PROJEK PERUNDING &amp; AGIHAN          BAYARAN KUMPULAN PERUNDING          (PROJECT CODE CLOSURE &amp; CONSULTATION          PAYMENT DISTRIBUTION)</b>	

(Borang yang lengkap hendaklah dihantar ke PTJ Mengurus bersama lampiran)  
 Completed form with attachments needs to be sent to managing Responsibility Centre (RC)

BUTIRAN PERKHIDMATAN PERUNDINGAN CONSULTATION SERVICE DETAILS				
Tajuk Projek <i>Project Title</i>				
Nombor Projek <i>Project Number</i>				
Nama Perunding <i>Consultant's Name</i>				
No. Staf <i>Staff's Number</i>				
Nama Pelanggan <i>Client's Name</i>				
Tempoh Projek <i>Project Duration</i>	Dari <i>From</i>		Hingga <i>To</i>	

BUTIRAN KETERANGAN INFORMATION IN DETAIL		
BIL. No.	PERKARA <i>Item</i>	JUMLAH (RM) <i>Total (MYR)</i>
1.	Kos Projek <i>Project Cost</i>	
2.	Bayaran Universiti <i>Universiti Payment</i>	
3.	Agihan Bayaran Kumpulan Perunding <i>Consultant Team Payment Distribution</i>	
4.	Bayaran Profesional yang telah dituntut sebelum tutup kod projek <i>Claimed Professional Payment before Project Code Enclosure</i>	
5.	Baki bagi Agihan Kumpulan Perunding <i>Consultant Team Payment Balance</i>	

<b>PERKARA</b> <i>Item</i>	<b>NAMA / MAKLUMAT</b> <i>Name / Details</i>	<b>AGIHAN (RM)</b> <i>Distribution (MYR)</i>
Ketua Projek <i>Project Leader</i>		
No. Staf <i>Staff No.</i>		
Ahli Kumpulan Perunding <i>Consultant Team Member</i>		
No. Staff <i>Staff No.</i>		
Perunding Luar <i>External Consultant</i>		
No. K.P, Alamat, No. Tel & No. Faks: <i>I/C No. Address, Phone No. &amp; Fax No.</i>		
Firma Perunding <i>Consultant Firm</i>		
Alamat, No. Tel & No. Faks: <i>Address, Phone No. &amp; Fax No.</i>		
<b>Jumlah / Total</b>		

**Dengan ini saya selaku Ketua Projek :**

*I, hereby as the Project Leader:*

- i. Memaklumkan bahawa projek ini telah tamat dilaksanakan dan tiada sebarang masalah berbangkit.  
*To inform that this project had successfully finished without any related problem(s).*
- i. Bertanggungjawab di atas timbul sebarang permasalahan projek ini.  
*Is responsible on any related problem(s) regarding the project.*

Tandatangan dan Cop Perunding / Pembantu Perunding. <i>Signature and Stamp of Consultant / Consultant Assistant</i>	.....	Tarikh: <i>Date:</i>
Diluluskan oleh: <i>Approved by:</i> Tandatangan dan Cop Ketua PTJ Mengurus <i>Signature and Stamp of Head of Managing RC</i>	.....	Tarikh: <i>Date:</i>

Sila lampirkan:

*Please attach:*

1. Surat Pelepasan daripada Pelanggan  
*Release Letter from Client*
2. Penyerahan Laporan Akhir ke PTJ Mengurus (Tarikh:.....)  
*Final Report Submission to Managing RC (Date: ..... )*