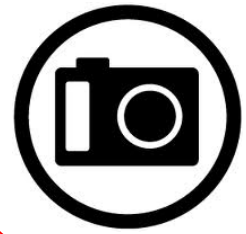


GOLD LIBRARY MEMBERSHIP (GLM) APPLICATION FORM

Affix Photo



English Language Teaching Centre
Kementerian Pendidikan Malaysia
Kompleks Pendidikan Nilai, Lebuhr Enstek,
71760, Bandar Enstek,
NEGERI SEMBILAN
Tel: +606-7979106 (Counter)
Email: library@eltc.edu.my

Notes:

1. Applicants should submit a completed form with a passport size photo to the ELT Library
2. The ELT Library requires a refundable security deposit of **RM250.00**. The deposit **will be reimbursed** upon termination of the membership. Please refer to the service counter for further information.
3. GLM loan is limited to 5 books only.
4. A processing fee of **RM2.00** is charged.

1 PARTICULARS OF APPLICANT

<i>* Mandatory</i>	
*Name :	Gender : (M / F)
*NRIC :	Designation :
*Contact Nos :	Institution/School:
..... (HP)
..... (H)
..... (O)
*E-Mail :

I hereby declare that the particulars and information furnished in this form are true and that I have not willfully suppressed any material fact. I have read and agree to abide by the rules and regulations of the ELTC ELT Library. I further understand that my membership will be revoked if I fail to comply with the rules and regulations.

.....
Signature of applicant

.....
Date

2. ATTESTATION

(This section is to be completed by the applicant's current employer.)

Name of Institution / Organisation :

Name of Officer (Dr/Mr/Mrs/Ms) :

Designation :

NRIC :

Tenure Contract Expiry Date :

(if applicable)

please turn over

I confirm that the officer named above is employed in the institution / organisation mentioned above. I certify that the application to join the ELT Library is made in connection with his / her official duties.

My institution / organisation will inform the ELT Library when the officer tenders his / her resignation so that all loans and liabilities incurred by the officer can be settled before his / her last day of service with my institution / organisation.

.....
Signature

.....
Official Stamp

.....
Date

3. ENDORSEMENT (office use only)

Amount of Deposit Collected :
(RM250.00 per GLM)

.....
*Name & Signature of
ELT Library Officer* *Date*

4. ISSUANCE OF GLM (office use only)

Date of Issue :

Card Number :

Expiry Date :

Name & Signature of Issuing Officer :

.....

5. PROCESS AND ISSUANCE OF SECURITY DEPOSIT OFFICIAL RECEIPT (by Finance Unit, ELTC)

The RM250.00 security deposit in cash for Gold Library Membership is received. The official receipt will be ready in two (2) weeks.

Date received (from ELT Library) :

Name of receiving Officer:
(PAK or PT KEW)

Signature: