



CENTRE OF LIPIDS ENGINEERING AND APPLIED RESEARCH (CLEAR)

Universiti Teknologi Malaysia, 81310 UTM, Skudai, Johor.

Website : <http://clear.utm.my/>

EXTENSION OF HOUR FORM

FULL NAME : _____

MATRIKS NO : _____

PHONE NO : _____

LOCATION : _____

OT CARD NO : _____

DATE	TIME		JOB DESCRIPTION
	FROM	TO	

APPLICANT SIGNATURE: _____

DATE : _____

ROs/Postgraduate ON DUTY: _____
(if applicable)

PROJECT LEADER CONSENT: _____
(if applicable)

SUPERVISOR APPROVAL

ALLOWED REJECTED

SIGNATURE :

COP:

DATE :

DIRECTOR APPROVAL

ALLOWED REJECTED

SIGNATURE :

COP:

DATE :

NOTES:

1. The form shall be submitted 3 day to Noor Sabariah before experiment. All students are encouraged to schedule their activities to avoid late application and approval.
2. The student is only allowed to stay back after obtaining an approval from officer. Students shall be given a copy of the approved form. Failing which the extension of hours not be warranted.
3. Applicant shall take equal responsibility for laboratory safety, equipment damages and security
4. This reservation is valid for maximum two (2) week only, for another usage please fills another form.