

German-Malaysian Institute

Jalan Ilmiah, Taman Universiti
43000 Kajang, Selangor
Tel.: 03-8921 9000 Fax.: 03-8921 9001



GMI-CRS-P03-F02

APPLICATION FOR BUS CHARTER SERVICE

Name/Department/Organization:	
Address:	Tel No.: H/P No.: Fax No.:
Contact Person: <i>(for corporate applicant)</i>	I/C No. :

Destination:
Address:
Purpose:
No of Passengers:

Date	Time	Pick-up location	Drop-off location

(Please attach additional information e.g. map, itinerary, etc if available)

..... Applicant's Signature Date
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APPROVAL

(For Asset & Facilities Management's Use)

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Remarks: _____ _____ _____
..... Head of Section Asset & Facilities Management Date

* Rental procedures attached

GMI'S BUS RENTAL PROCEDURES

1. The rental is open to all GMI staff, student and public. All application must be submitted to Asset & Facilities Management Section (A&F) **not later than two (2) weeks** before the scheduled period by using the Application for Bus Charter Service form.
2. The rental is only applicable in Peninsular Malaysia and Singapore.
3. Any outstation trip must obtain the travel permit from the relevant authority and the passengers must be insured accordingly. A&F will arrange for the permit and insurance and the cost will be borne by the user. The applicant must provide the list passengers and their IC numbers.
4. GMI is not liable to any claim for injury or damages arising from the use of the bus during the rental period.
5. The bus can only accommodate maximum of 40 passengers and must only be driven by GMI authorized drivers.
6. Any cancellation must be made within 72 hours before the scheduled departure.
7. A minimum deposit of 50% from the rental rate must be paid upon confirmation and shall be forfeited in case of cancellation (less than 72 hours before the scheduled departure).
8. Balance of the payment must be made latest 24 hours before the departure.
9. Payment can be made either by cheque under German-Malaysian Institute or by cash.
10. Smoking or consumption of alcoholic beverages on the bus is strictly prohibited.
11. Damages (if any) to the bus arising from the passengers abuses and vandalism will be charged to the applicant based on the actual cost of repair.
12. In case of accident, and/or mechanical failure the applicant is responsible to inform immediately to Transport Unit, A&F during office hours (Monday to Friday from 8.00 am to 5.30 pm) and to Officer-In-Charge (contact number will be given) during off days.
13. All applications are on 'first-come first-serve' basis.
14. Head of Asset & Facilities Management Section (A&F) has the final authority to approve the application.
15. GMI reserves the right to cancel or alter the reservation.

I/We hereby acknowledge and fully understand the Rental Procedures set by German-Malaysian Institute and will abide all procedures as stated above.

Signature :
Company's stamp (for corporate applicant)

Name :

Date :