Universiti Tunku Abdul Rahman (Perak Campus) Form Title : APPLICATION TO PASTE CLUB/SOCIETY'S NOTICES/POSTERS Rev No: 1 Effective Date: 12/01/2015 Page No: 1 of 2

<u>Part 1</u>

lame Of Applicant :		Contact No :		
Club/Society :		Email :		
Event :				
Notice/Poster to Place From(DD/MM/YYYY)	Т	0(DD/MM/YYYY)		
	Number o ers/Notice:	-		
Learning Complex I (LPI)	7			
Student Pavilion I (SPI)	5			
Faculty of Science (FSC)	2	** Maximum number of posters/notices		
Faculty of Engineering and Green Technology (FEGT)	3	allowed is 15 pieces only.		
Faculty of Business and Finance (FBF)	3			
Faculty of Arts and Social Science (FAS) / Institute of Chinese Studies (ICS)	11			
Faculty of Information and Communication Technology (FICT)	9	Total Number of Notices/Posters	40	

Part 2

Applied by	y	By Club/Society's Officer	
Signature	:	Signature :	
Name	:	Name :	
Club/Socie	ety :	Department :	
Date	:	Date :	

Terms And Conditions For the Placement Of Notices/Posters In Utar Perak Campus

- 1. All notices/posters must be approved by Department of Students Affairs.
- 2. Application forms should reach DSA office three (3) days before the placement of the notices/posters.
- 3. Name of University building must be named correctly.
- 4. All notices/posters should be pasted on the designated notice board only. Sticking of posters/notices to any wall or other University structure using any medium, ie. Double-sided stickers, glue, or other materials is not allowed.
- 5. All notices/posters can only be displayed after obtaining DSA approval and must have DSA stamps (i.e. a start date, end date, venue, and serial number). Notices/Posters without the DSA stamps will immediately be removed without prior notice.
- 6. All notices/posters must be removed within 24 hours after the expiry date stated on the DSA stamp.
- 7. Students who are not following the guidelines will be subjected to penalties as show in the table below.

No	Description of offences	Penalty
1.	Display of posters without approval	RM20.00 for
		each display
2.	Display of posters beyond approved duration.	RM10.00 for
		each display
3.	Sticking of posters to any wall or structure using any	RM10.00 for
	medium	each display

Note: ** DGS-PK shall be the authority to regulate and maintain records of the fine imposed. Upon issuance of notice to pay by DGS, the person concerned shall direct the payment of the fine to DFN and forward a copy of the proof for payment to DGS.

If the fine is paid using society fund, the society's committee will have to record down in the minute of meeting and agree to it;

If the fine is paid by committee members, it is also need to record down in the minute of their weekly / monthly meetings and agree to it.

- 8. DSA reserved the rights to remove the notices/posters if the contents found to be inappropriate or not following the terms & conditions.
- 9. The abovementioned offences are by no means exhaustive and the University reserves the rights to add, amend, or modify without prior notice.