

CERTIFICATE & TRANSCRIPT RELEASE AUTHORISATION AND INDEMNITY FORM

PERSONAL PARTICULARS

Name as in NRIC / Passport :

NRIC / Passport No :

Student ID :

Correspondence Address :

Postcode / Zip Code:

Email Address :

Contact No :

Programme(s) :

Year of Award(s) :

APPLICATION PARTICULARS

Mode of Collection:

☐

Authorised 3rd Party :-

Name as in NRIC / Passport : _____

NRIC / Passport Number : _____

HELP Student ID (if any) : _____

Contact Number : _____

Email Address : _____

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Courier

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RM 30.00 – West Malaysia (excluding Sabah and Sarawak)

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RM 40.00 – East Malaysia (Sabah and Sarawak)

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RM 150.00 – International I

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RM 250.00 – International II (Africa, Afghanistan, Kazakhstan, Kyrgyzstan, Maldives, Mauritius, Middle East, Pakistan, Russia, Uzbekistan)

*** Note : 6% Government Sales and Service Tax (SST) will be imposed for international students.**

IMPORTANT NOTES AND MANDATORY DECLARATION

Please read the following carefully and sign with date before submitting this form to **Registry**.

Important Notes :

1. HELP University shall NOT be responsible for any loss of damage during delivery of the document sent via courier.
2. The applicant shall bear the costs for any loss or damage incurred during delivery.

Payment Mode :

1. JomPAY - Internet & Mobile Banking with your Current, Savings or Credit Card Account.

Billers Code : 8433
Ref-1 : Student ID
Ref-2 : Student Name as in NRIC / Passport

2. ATM / Cash Deposit Machine

Name of Bank : RHB BANK
Account Name : HELP UNIVERSITY SDN BHD
Account Number : 2143 3435 0034 32

3. Telegraphic Transfer (for international students only)

Name of Bank : HSBC BANK MALAYSIA BHD
Account Name : HELP UNIVERSITY SDN BHD
Account Number : 359-010303-101
Bank Address : LEVEL 1, ANNEXE MILENNIUM, JALAN DAMANLELA,
PUSAT BANDAR DAMANSARA, 50490 KUALA LUMPUR, MALAYSIA
Swift Code : HBMBMYKL

I (Name as in NRIC/Passport) _____ hereby undertake that I am fully aware of, and will be bound by HELP University's rules and regulations for this application. I declare that the above particulars provided are true and accurate. I understand that in the event that information is found to be incomplete, false or misleading, the application is deemed to be void and fees paid are forfeited at HELP University's discretion.

Signature: _____

Date: _____ (DD/MM/YYYY)

FOR OFFICE USE ONLY

Received by :	Date Received :
Receipt No :	Date Sent :
Courier Service Company :	Consignment Note No :

Updated: 1st January 2026