

# REPLACEMENT CERTIFICATE APPLICATION

## 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

Reason for replacement certificate application:

☐

Damaged / Defaced

☐

Lost / Misplaced / Stolen

☐

Others (please specify) \_\_\_\_\_

Supporting document(s) attached to this application:

☐

Original Certificate (if damaged / defaced)

☐

Police Report (if lost / misplaced / stolen)

☐

Others (please specify) \_\_\_\_\_

☐

Statutory Declaration

I (Name as in NRIC/Passport) ..... do solemnly and sincerely  
declare that I undertake to return the replacement certificate should the original certificate be recovered.

Signature of applicant ..... Date .....

Before me (Magistrate, commissioner of oaths or practicing solicitor)

Full name .....

Signature .....

Official stamp

**PAYMENT AND COLLECTION MODE**

ITEMS	AMOUNT (RM)
<b>REPRINT</b>	
a) Certificate	<input type="checkbox"/> 200.00
b) Transcript (if any)	<input type="checkbox"/> 20.00
<b>COLLECTION MODE</b>	
a) Collect in person	<input type="checkbox"/> Nil
b) Courier	
West Malaysia	<input type="checkbox"/> 30.00
East Malaysia	<input type="checkbox"/> 40.00
International I	<input type="checkbox"/> 150.00
International II (Africa, Afghanistan, Kazakhstan, Kyrgyzstan, Maldives, Mauritius, Middle East, Pakistan, Russia, Uzbekistan)	<input type="checkbox"/> 250.00
c) Authorised 3 <sup>rd</sup> Party	<input type="checkbox"/> Nil
Please specify the below details:-	
Name as in NRIC/Passport: .....	
NRIC/Passport No: .....	
Contact Details: .....	
<b>TOTAL PAYABLE</b>	<b>RM</b>

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

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

Biller 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

**STUDENT DECLARATION**

I (Name as in NRIC/Passport) \_\_\_\_\_ hereby 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**

<b>Received by :</b>	<b>Date Received :</b>
<b>Prepared by :</b>	<b>Date Prepared :</b>
<b>Receipt No :</b>	<b>Certificate No :</b>