

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

*** 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 MILLENNIUM, 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

Received by :	Date Received :
Prepared by :	Date Prepared :
Receipt No :	Certificate No :