

PROCEDURE OF LOCKER RESERVATION

A. Rules and Regulation

1. Only registered CRL users are allowed to reserve lockers.
2. Users need to apply for a locker on a first-come, first-served basis.
3. Locker may be reserved monthly/semester/yearly basis.
4. Payment for locker reservation shall be made to the account details provided in the registration form (Google form).
5. Renewals must be completed 1 week before the current reservation expires.
6. If user fails to return the locker key or renew the reservation in time, rental continues automatically.
7. If a locker renewal is not completed by the end of the semester, the locker will be considered expired. Users are required to clear all belongings from the locker within 3 working days after the semester ends. Failure to clear the locker after the reservation period may lead to disposal of contents.
8. IPPT will not responsible for any loss of materials or property from the locker. Lockers are intended to be secured and students are expected to keep them locked at all times.
9. Items that is prohibited / flammable, or food items with strong odours are not allowed to be stored.
10. Lost keys may result in a **penalty fee** of RM10.
11. For locker damage, the user will be responsible for the **full cost of repair or replacement**.

B. Procedure Details

1. The registered user must fill in the Locker Reservation Form via Google Form Link or by scanning the QR code.

(<https://forms.gle/DEqxz1oAiX7J6ufDA>)



2. Users may choose from two different locker sizes (M and L), both offered at the same price.
3. Locker size selection is subject to availability at the time of reservation.

4. Make payment for locker rental (RM10/month) and the minimum rental is 3 months (RM30). No refund will be provided for early termination.

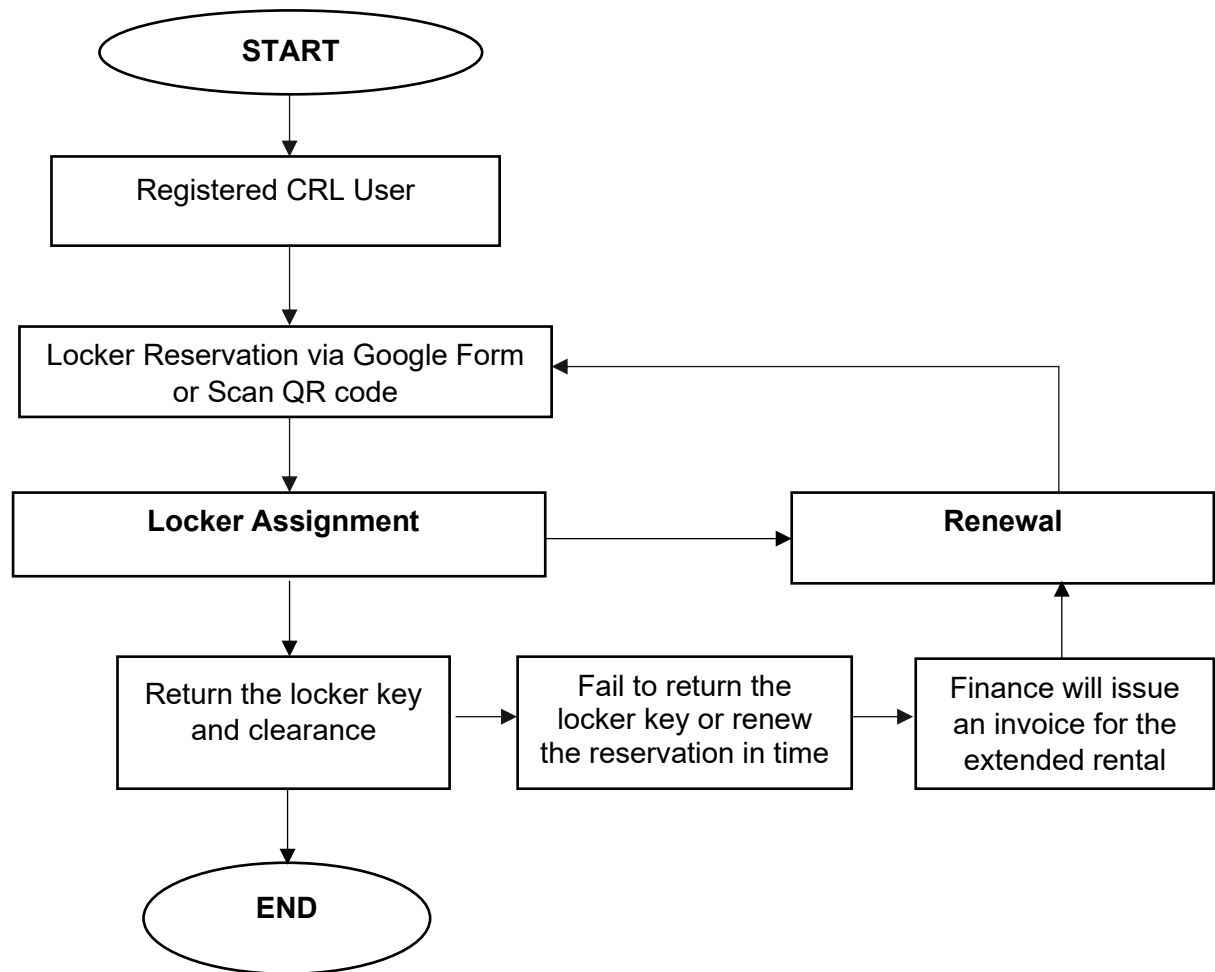
Account Name : Universiti Sains Malaysia

Bank Name : CIMB Bank

Account No. : 98986101403800

5. Upload a clear screenshot or PDF of your payment receipt in the Google Form.
6. Upon approval, the locker are reserved and responsible staff will contact the user (e-mail/WhatsApp) for locker assignment.
7. The locker key can be collected during office hour. An ID must be presented for verification when collecting the key.
8. At the end of the reservation period, the locker key must be returned to the responsible staff.
9. Remove all personal belongings and notify the staff for a final check and clearance.
10. For renewal, the user must complete the Locker Reservation Form and make payment for a specify duration.
11. If user fails to return the key or renew the reservation in time, rental continues automatically. Finance will issue an invoice for the extended rental period and the outstanding amount must be settled before the user is allowed to make any future locker reservations.

C. Flowchart



For any inquiries, please contact the following staff:

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