

Fee Payment Channels and Instructions

1 Over the Counter

Finance Unit, Level 1, Building 2, Monash University Malaysia.

Operating hours: **Monday – Friday** from **8.30am to 5.30pm**

Mode of payment

- Cash, or
- Credit card, or
- Crossed Cheque / Bankdraft – Payable to “**Monash University Malaysia Sdn Bhd**”. Please write name, contact number and event/ conference title on the reverse side of the cheque/bankdraft.

Important notes

- Payment in foreign currencies must be based on exchange rates at the time of payment determined by the University from time to time.

2 Interbank GIRO / Telegraphic Transfer

- You may bank in fees directly into Monash University Malaysia Sdn Bhd current account as follows:

Account Name	MONASH UNIVERSITY MALAYSIA SDN BHD
Bank	Public Bank Berhad (Branch: Bandar Sunway)
Address of The Bank	No 48 & 50, Jalan PJS 11/28A Bandar Sunway 46150 Petaling Jaya Selangor
Account No.	3074129605
Swift Code	PBBEMYKL

Important notes

- Payment in foreign currencies must be based on exchange rates at the time of payment determined by the University from time to time.
- Please write your name, contact number and event/ conference title on the reverse side of the transaction slip or remittance advice
- Payers are requested to provide the transaction slip or remittance advice to Financial Services Department through one of the following channels:
 - At Finance Unit counter, or
 - By fax (60) 3 5514 6050; or
 - By email <mum.finance.unit@monash.edu >