

Note:

1. Borrower to complete the information Section A and Section B of the form except for "ID Tag Model" and "Serial Number" in Section B.
2. "ID Tag Model" and "Serial Number" will be filled up by Senior Technical Office.
3. Signature of lecturer is required before the form is to be emailed to Senior Technical Officer. Borrower is to print out the form and present it to Senior Technical Office in order to collect the equipment.
4. Please refer to the consultation hours for collection of loan equipment. Loaning of equipment outside consultation hours is via appointment with Senior Technical Officer.