



# UNIVERSITY OF TECHNOLOGY SARAWAK

Edusar Resources Sdn.Bhd. (969673-X)

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## STAFF ID CARD APPLICATION FORM (REPLACEMENT / LOST CARD)

FULL NAME

D.O.B

TELEPHONE

DESIGNATION /  
POSITION TITLE

STAFF  
NUMBER

EMAIL

DATE

SIGNATURE

### PHOTO

All staff must attached a recent standard certified passport photo with a plain light coloured background- no holiday snaps or home printed photos. **PHOTO MUST BE PROCESSED AT A PHOTO LAB.**

### CHECKLIST

☐ Staff details are completed correctly, signed and dated.

☐ Attach the certified photo this form and return to :  
Human Capital and Administration Department  
University of Technology Sarawak

[\*For any replacement card due to lost or damaged, a fee of RM 15 will be charged for the first time and RM 35 will be charged subsequently]

### For Human Capital and Administration Department

CARD NUMBER

ISSUE NO

Received by:

Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

Signature:

\_\_\_\_\_

NOTE : UNSUITABLE PHOTOS WILL BE RETURNED

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