

**BORANG ADUAN KEROSAKAN ( DAMAGED COMPLAINT FORM )**

**FAKULTI SENI, KELESTARIAN DAN INDUSTRI KREATIF TEL +605 450 5921 (PEJ) +605 450 5014 (IT) +605 450 5543 (SENI)**  
**FACULTY OF ART, SUSTAINABILITY AND CREATIF INDUSTRY TEL +605 450 5921 (OFC) +605 450 5014 (IT) +605 450 5543 (ART)**

**A. MAKLUMAT ADUAN ( REPORT INFORMATION )**

No. Pelajar / Pekerja : \_\_\_\_\_ **KAKITANGAN / PELAJAR**  
*( Student / Staff No. )* **STAFF / STUDENT**

Nama Pemohon : \_\_\_\_\_  
*( Applicant's Name )*

Fakulti / Jabatan : \_\_\_\_\_  
*( Faculty / Department )*

Jawatan : \_\_\_\_\_  
*( Position )*

Emel ( Email ) : \_\_\_\_\_ No. Telefon : \_\_\_\_\_  
*( Email )* *( Telephone No. )*

**B. TINDAKAN YANG DIAMBIL ( ACTION HAS BEEN TAKEN )**

Aduan mengenai :  
*( Complaints about )*

PERKAKASAN ( HARDWARE )   
  PERISISAN ( SOFTWARE )   
  INTERNET   
  MONITOR   
  SISTEM UNIT ( UNIT SYSTEM )  
 PENCETAK ( PRINTER )   
  TETIKUS ( MOUSE )   
  PAPAN KEKUNCI ( KEYBOARD )   
  LAIN-LAIN ( OTHER )

Catatan : \_\_\_\_\_  
*( Remark )*

Tandatangan Pengadu : \_\_\_\_\_  
*( Signature of Complainant )*

**C. KEGUNAAN PEJABAT PENGURUSAN MAKMAL IT ( USE OF IT LABORATORY MANAGEMENT OFFICE )**

Disemak oleh : \_\_\_\_\_ Tarikh semakan : \_\_\_\_\_  
*( Checked by )* *( Revision date )*

Catatan : \_\_\_\_\_  
*( Remark )*

Disahkan oleh : \_\_\_\_\_ Tarikh : \_\_\_\_\_  
*( Approval by )* *( Date )*

Nota : Sila kembalikan borang ini di Kaunter Pengurusan Makmal IT.  
*( Note : Please return this form at the IT Lab Management Counter. )*