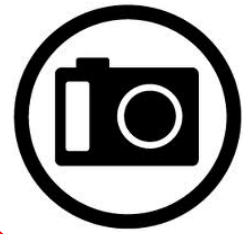


**GOLD LIBRARY MEMBERSHIP (GLM)  
APPLICATION FORM**

Affix Photo



English Language Teaching Centre  
Kementerian Pendidikan Malaysia  
Kompleks Pendidikan Nilai, Lebuhr Enstek,  
71760, Bandar Enstek,  
NEGERI SEMBILAN  
Tel: +606-7979106 (Counter)  
Email: library@eltc.edu.my

**Notes:**

1. Applicants should submit a completed form with a passport size photo to the ELT Library
2. The ELT Library requires a refundable security deposit of **RM250.00**. The deposit **will be reimbursed** upon termination of the membership. Please refer to the service counter for further information.
3. GLM loan is limited to 5 books only.
4. A processing fee of **RM2.00** is charged.

**1 PARTICULARS OF APPLICANT**

<i>* Mandatory</i>	
*Name : .....	Gender : ( M / F )
*NRIC : .....	Designation : .....
*Contact Nos : .....	Institution/School: .....
..... (HP)	.....
..... (H)	.....
..... (O)	.....
*E-Mail : .....	.....

I hereby declare that the particulars and information furnished in this form are true and that I have not willfully suppressed any material fact. I have read and agree to abide by the rules and regulations of the ELTC ELT Library. I further understand that my membership will be revoked if I fail to comply with the rules and regulations.

.....  
*Signature of applicant*

.....  
*Date*

**2. ATTESTATION**

*(This section is to be completed by the applicant's current employer.)*

Name of Institution / Organisation : .....

Name of Officer (Dr/Mr/Mrs/Ms) : .....

Designation : .....

NRIC : .....

Tenure Contract Expiry Date : .....

*(if applicable)*

please turn over

I confirm that the officer named above is employed in the institution / organisation mentioned above. I certify that the application to join the ELT Library is made in connection with his / her official duties.

My institution / organisation will inform the ELT Library when the officer tenders his / her resignation so that all loans and liabilities incurred by the officer can be settled before his / her last day of service with my institution / organisation.

.....  
*Signature*

.....  
*Official Stamp*

.....  
*Date*

**3. ENDORSEMENT (office use only)**

Amount of Deposit Collected : .....  
(RM250.00 per GLM)

.....  
*Name & Signature of  
ELT Library Officer*                      *Date*

**4. ISSUANCE OF GLM (office use only)**

Date of Issue : .....

Card Number : .....

Expiry Date : .....

*Name & Signature of Issuing Officer :*  
.....

**5. PROCESS AND ISSUANCE OF SECURITY DEPOSIT OFFICIAL RECEIPT (by Finance Unit, ELTC)**

The RM250.00 security deposit in cash for Gold Library Membership is received. The official receipt will be ready in two (2) weeks.

Date received (from ELT Library) : .....

*Name of receiving Officer:* .....  
(PAK or PT KEW)

*Signature:* .....