

Courier Service Request Form

Please complete the request form and return it together with the courier fee / proof of payment to:

**MII Knowledge Management,
MII City Centre, 6th floor, Wisma Sime Darby,
Jalan Raja Laut, 50350 Kuala Lumpur**

Or email to knowledgemanagement@mii.org.my

Section A - Membership Eligibility

Before completing requesting for this service please make sure that applicant has:

- Paid membership fee (MII or Library) and library deposit RM150
- Read the Courier Service Guideline in Library Portal – www.miielibrary.com
- Check the availability of book to borrow and courier in MII Library Catalogue
- Advised by librarian on the number of consignment needed per one courier service request

Section B - Courier Request Details

Name	
NRIC No:	
Delivery address:	
Telephone number:	
Email:	
Requested items :	<p>* Please provide a separate list if the items are more than 5 titles</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5.

Section C - Payment Details

Courier Option:	<p><input type="checkbox"/> Option A – Send and pickup</p> <p>Peninsular Malaysia : RM30 Sabah/Sarawak : RM50</p> <p>* Member need to standby at the given address for vendor to collect the items during pickup. Please inform in advance if the pickup address is different from delivery address.</p> <p><input type="checkbox"/> Option B – Send only</p> <p>Peninsular Malaysia : RM15 Sabah/Sarawak : RM25</p> <p>** Recommended - member may choose to return book at their own discretion within due date given.</p> <p>***The fee specified above is charge per consignment. Maximum load per consignment is based on the number / size of items. Librarian will advise the final amount of consignments and charges required.</p>
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Payment method:	<input type="checkbox"/> Bank online transfer / Cash deposit machine Bank Name : RHB Bank Berhad Account Name : The Malaysian Insurance Institute MII Account No. : 26416000004670 * Please email to knowledgemanagement@mii.org.my a copy of your cash deposit slip / payment receipt as a proof of payment.	
	<input type="checkbox"/> Credit card deduction, please provide details of:	
	Card holder name:	
	Credit card no.:	
	Credit card type:	
	Expiry date:	
	CCV no:	
** Receipt of payment will be couriered with the consignment.		

Section D - Friends of KM Copyright declaration

By applying for this service, you shall be abide by the fair usage policy as decreed in the Copyright Act 1987 and will avoid violating copyright of contents in all library materials provided by MII Knowledge Management services:

- Photocopying and printing not more than 10 pages per books/magazines/periodicals at a time and not distributing the copy for commercial purposes
- Not making copy at all for AV materials
- Not distributing scanned documents for commercial purposes

Section E - For Office Use

Action by: Signature:	No of consignment : Reference no:
Courier pickup date:	Due to return date:

* Please attach the sender's copy of consignment note with the approved request form.

**When the borrowed item has been returned please attached the return consignment note as well.

*** Grace period of 2 days will be given once member has courier back items to be returned.