

AEU FACILITY ACCESS APPLICATION FORM		
SECTION A: APPLICANT INFORMATION		
Applicant's Name :		
Level of Study (Undergraduate/Master/PhD/Others) :		
Department/Faculty :		
Tel:	Mobile:	Email:
SECTION B: SUPERVISOR/PRINCIPAL INVESTIGATOR'S INFORMATION		
Supervisor/Principal Investigator's Name :		
Academic Title :		
Department/Faculty :		
Tel:	Mobile:	Email:
SECTION C: ACCESS DETAILS		
Facility/Area Requested:		
Purpose of Access:		
SECTION D: ANIMAL EXPERIMENTAL UNIT (AEU) TERMS AND CONDITIONS		
<u>AEU Terms and Conditions - AEU Facility Access Application</u> A. <u>Eligibility & Approval</u> i. Access to the AEU Facility is granted only to registered users who have obtained prior approval from the Head of Department/Unit and the AEU Facility Manager. ii. All approved users are required to register their thumbprint with the AEU Facility for access purposes. iii. Thumbprint data will be securely stored and used solely for facility access control. iv. Each registered user is personally responsible for the use of their thumbprint access.		

- v. AEU reserves the right to deactivate or revoke thumbprint access at any time due to misuse, security concerns, or operational requirements.

B. Access Hours

- i. The official working hours of AEU are from 8.30 a.m. to 5.30 p.m. (Monday to Friday).
- ii. Users are allowed to enter the facility only during the approved access hours as stated in the application form.
- iii. After office hours, only registered users with valid access approval may enter.

C. Facility Usage

- i. The facility is to be used solely for approved academic/research purposes.
- ii. Users must follow all standard operating procedures (SOPs), biosafety, and security regulations enforced by AEU.
- iii. Food, drinks, and smoking are strictly prohibited inside the facility.

D. Data, Samples & Equipment

- i. Users must handle all animals, samples, and equipment with care and in compliance with ethical and safety guidelines.
- ii. Any damage, loss, or misuse of facility property will be the responsibility of the user, and compensation may be required.

E. Health & Safety

- i. Users must attend mandatory safety briefings/training before facility access is granted.
- ii. Users must immediately report any accidents, incidents, or safety hazards to AEU staff.

****Non-compliance with any of the above Terms and Conditions may result in suspension or termination of facility access.****

SECTION E: DECLARATION & ACKNOWLEDGEMENT

- a. I have read, understood, and agreed to abide by the AEU Facility Access Terms and Conditions, including the rules on security, safety, and ethical use of the facility.
- b. I agree to use the facility only for the approved purpose(s) stated in my application.
- c. I will comply with all AEU regulations, safety requirements, and instructions from AEU staff at all times.
- d. I accept that any misuse, negligence, or violation of these conditions may result in suspension or revocation of access privileges and may be subject to further disciplinary or legal action.
- e. I understand and consent to the use of biometric access (thumbprint) for the purpose of entry to the AEU Facility, in accordance with AEU's data protection and privacy policy.

By signing below, I confirm that I have read, understood, and agreed to abide by all Terms and Conditions of the Animal Experimental Unit (AEU), Faculty of Medicine, Universiti Malaya, as stated above.

Signature of Purchaser:

Signature & stamp of Supervisor (if applicable):

Name:

Name:

Date:

Date:

~ By completing and submitting this AEU Facility Access Application Form, you acknowledge that you have read, understood, and agreed to comply with the Terms and Conditions of the Animal Experimental Unit (AEU) ~

For Office Use Only (Animal Experimental Unit, Faculty of Medicine, Universiti Malaya)

Thumbprint ID:

Thumbprint Registered: ☐ Yes ☐ No

Date received:

Form received by:

Approved by:

Officer

Animal Experimental Unit
Faculty of Medicine

Head / Deputy Head

Animal Experimental Unit
Faculty of Medicine

Official stamp:

Official stamp:

Date:

Date: