

## AEU - ANIMAL REQUEST FORM

### 1. Applicant's Information

Applicant's Name:

ID / IC No. (NRIC) / Matrix Card No. / Staff No.:

Level of Study (Undergraduate/Master/PhD/Others):

Organisation/University/Department:

Tel. No:

Mobile No:

Email:

### 2. Principal Investigator/Supervisor's Information

Supervisor/Principal Investigator's Name (if applicable):

Position Title:

Organisation/University/Department:

Tel. No:

Mobile No:

Email:

### 3. Co-Investigator(s)/Research Assistants' Information

Name	Department	Position Title	Email	Telephone No.

### 4. Project Information

Title of Project :

Animal Ethic Number:

(\*\*Animal study to be conducted in Animal Experimental Unit (AEU) and Satellite Animal Facilities (SAF) at Faculty of Medicine (FOM), Universiti Malaya must first obtain the approval from the Faculty of Medicine Institutional Animal Care and Use Committee - FOM IACUC)

### 5. Purpose of Animal Request:

Tick "✓" at one of the options below: -

Pilot study

Research

Teaching

Others. Please specify: \_\_\_\_\_

## 6. Billing Information

Payment by (Tick "✓" at one of the options below):-

- Grant (Grant Type : \_\_\_\_\_ )  
Grant No. : \_\_\_\_\_
- Debit Card / FPX using UM E-Pay system (<https://epay.um.edu.my/>)
- Payment using bank transfer/cheque to:  
Bendahari Universiti Malaya  
Account No.: 80-0127999-8  
Bank Name: CIMB Bank Berhad
- Advanced payment (Parked money at Animal Experimental Unit, FOM, UM.)

## 7. Animal Species/Strains Required

Species (Rat/Mouse/Rabbit)	Strain	Age / Weight (g)	Gender	Quantity

## 8. Supply of Animal Throughout the Project

(NOTES: Supply of animals depending on the quantity of the animals ordered. Do take note that the ordered animals might be supplied in more than 1 batch. Please discuss with AEU for further clarification.)

Tick (✓) at one of the options below: -

- One time
- Staggered (please specify in Q9 below)

## 9. Staggered plan of animal supply (If applicable)

Species (Rat / Mouse / Rabbit)	Strain	Gender	Age / Weight (g)	Quantity	Estimation date to collect animals (DD/MM/YYYY)	Housing (Building & Floor Level)

## 10. Animal Experimental Unit (AEU) Terms and Conditions

### AEU Terms and Conditions - Request for Animal Breeding Services

I understand that this is a **BINDING** agreement, and my failure to comply with the Terms and Conditions stated shall lead to delay or cancellation of the breeding services by Animal Experimental Unit (AEU), Faculty of Medicine, Universiti Malaya. All cancellations **MUST** be made in formal writing letter or email to The Head, Animal Experimental Unit or to the liable AEU staff.

#### 1) Booking of the laboratory animals

1.1) Reservations are required for booking of the animals as per below requirement: -

No.	Type of animal	Booking period required
1.	Sprague Dawley (SD) Rat	<b>Male/Female:</b> at least <b>3 months</b> , depends on the <b>queue list and required age of the animals</b> .
2.	Spontaneous Hypertensive (SHR) Rat	
3.	Wistar-Kyoto (WKY) Rat	
4.	ICR mouse	
5.	BALB/c mouse	
6.	C57BL/6 mouse	
7.	New Zealand White rabbit	

- 1.2) Applicants need to fill in the Animal Request Form and submit the complete form to AEU staff.
- 1.3) Applicants need to submit the Purchase Order form (PO) to AEU staff after they have received the quotation and agreed to proceed to purchase the animal(s) from AEU (Applied to external purchaser/payment method other than using UM grant or Internal Money Transfer)
- 1.4) For internal purchaser, AEU staff will issue an invoice for purchaser to proceed with internal money transfer. Meanwhile for external purchaser, bursary of Universiti Malaya will issue an official invoice for purchaser to proceed with payment. Applicants need to settle the payment upon request. Number of animals to be issued will depend on the availability at that particular time.

#### 2) Breeding of the laboratory animals

- 2.1) AEU breeds the animals based on demand. However, purchaser can contact AEU staff to ask for stock availability.
- 2.2) Booking of animals should be at least 3 months, depends on the queue list and required age of the animals. If the requested animals are in 1 gender for example male only, and the quantity needed are more than 10, do take note that the animals might be supplied in more than 1 batch.
- 2.3) **Breeding of the animals will only start after payment has been made.** Once the payment process has been settled (compulsory to provide AEU with evidence/proof of payment), AEU staff will start to breed the animals.
- 2.4) **Cancellation to the bred animals for any reason is subjected to a penalty (amount of penalty depends on the age of the animals during the cancellation).** If cancellation is received after the animals have reached the age of 5 weeks old, 100% of the fee will be charged and a new booking with new fee will be required for replacement of the animals.

- 2.5) AEU will not refund researchers who have mistakenly requested for the wrong stock/strain/gender. Buyer is reminded to determine either age or body weight for animal collection. Cancellation of purchased animals due to excess body weight is not allowed.
- 2.6) **Charge of animal's housing will be implemented once the laboratory animals have reached 8 weeks old (the price of the animals will increase accordingly to their age) or when any procedures are made to the animals by the respective researcher/purchaser.**
- 2.7) AEU does not provide any animal transportation service. Purchaser needs to come to our facility (Animal Experimental Unit (AEU), Faculty of Medicine, Universiti Malaya) to collect the purchased animals. Goods sold (sold animals) are neither returnable nor refundable. Once the sold animal(s) have left AEU facility, the animal is solely the responsibility of the purchaser. AEU shall not be responsible if anything happens after the purchased animals have left AEU facility.
- 2.8) Animal's health certificate will be provided upon request only.

### 11. Applicant's / Purchaser/ Buyer Assurance

- I have read and understood the terms and conditions set by AEU and agreed to abide by them. I also acknowledge that AEU shall bill us, and we agree to pay all fees for the breeding services in accordance with the submitted PO by us and official invoice by Universiti Malaya.
- I acknowledge that the AEU may suspend the breeding services until all undisputed payments due for the services are received.
- I accept the responsibility of checking animal's conditions (correct animals received, of the right gender, right age and accepted in good condition) at the time of animal(s) collection and I understand that AEU will not be held liable thereafter should discrepancies arise.

**By signing below, I confirmed that I have read, understood, and agree to abide to all the AEU's Terms and Conditions stated above.**

**Signature of Purchaser:**

**Signature & cop (if any) of Supervisor/Officer:**

\_\_\_\_\_

\_\_\_\_\_

Name:

Name:

Date:

Date:

**~ By complete this Animal Request Form, you signify your agreement to these AEU's Terms and Conditions ~**

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

**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: