1.0 INTRODUCTION

1.1 The Treasury through its Treasury Circular No. 2/2011 has stipulated regulations in relation to Business Card entitlement for Top Management and Professional Management at the Federal Ministries/Departments level.

1.2 Universiti Teknologi Malaysia (UTM) currently refers to this circular on matters related to Staff Business Card usage.

1.3 The University continues to practise prudent spending and maintains control over expenses, including expenses related to staff business cards.

2.0 OBJECTIVES

2.1 To act as a guide and point of reference to the staff of Universiti Teknologi Malaysia with respect to the application process for business cards.

2.2 To determine the quantity of business cards to be issued to eligible officers, in line with their responsibilities, in order to avoid wastage.

2.3 To provide information on the UTM Business Card design.

3.0 DEFINITION

3.1 Business Card refers to cards containing particular details of an individual for the benefit of another person or party.

3.2 Management and Professional Group Officers comprises all officers grade 41 and above.
4.0 BUSINESS CARD ENTITLEMENT

4.1 Officers entitled to a business card are as follows:-
   i. Management and Professional Group Officers appointed by UTM either on a permanent or contract tenure.

4.2 Eligible officers as stated above are allowed to print not more than 3 boxes (300 pieces) of business cards per annum.

4.3 However, if the officers were to apply for more than 3 boxes of business cards in the same year, he or she would be subjected to a printing fee of RM 25.00 per box.

4.4 Officers who have received their respective business cards must have used up their existing stock before applying for the printing of new business cards (except in cases involving promotion or transfer to another department).

4.5 Officers not entitled to but required the use of a business card should get prior approval from their respective Responsibility Centre (PTJ). Cost incurred will be charged to the respective PTJs. Business card design should adhere to the design set by the University as stated in Appendix I.

5.0 APPLICATION FOR BUSINESS CARDS

5.1 Applications may be made via e-mail or in person by submitting a Business Card Application Form (available at the Office of the Registrar’s website) to the Organizational Management Division (BPO), Office of the Registrar.

5.2 Applications are to be submitted with the following details:-
   i. Name of Officer
   ii. Post/Position of Officer
   iii. Name and Address of Department
   iv. Office and Mobile Phone Numbers
   v. Official Email Address

5.3 Applications should be submitted no later than 3 days before the date the business cards are to be used.
5.4 For officers entitled to business cards, the cards will be sent to the address of their respective PTJs as stated on the card.

5.5 In the case of application with chargers, payment should be made at Bursary’s Office and proof of payment should be submitted to BPO when collecting the business card.

5.6 In the event of errors occurring on the printed cards, BPO should be immediately notified so as to enable the business card to be replaced with updated ones.

5.7 However, if the error is due to a mistake caused by the applicants themselves, a replacement fee of RM 25.00 per box will be chargeable.

6.0 BUSINESS CARD USAGE

6.1 Business Cards are to be used only for official purposes sanctioned by the University.

6.2 Heads of Department may take action against officers who abuse the use or design of the UTM Business Cards.

Prepared By,

Organizational Management Division, Office of the Registrar

2017
Appendix I

DOUBLE-SIDED BUSINESS CARD DESIGN

FRONT

UTM Official Logo

Full Name

Position / Qualifications

Associate Professor
Coordinator for MSc (Aero) Program

Department of Aeronautical, Automotive & Ocean Engineering
Faculty of Mechanical Engineering
Universiti Teknologi Malaysia
81310 UTM Skudai, Johor, Malaysia
Tel: +(6)(07)-5534754  HP: +(6)(019)-7139855
Fax: +(6)(07)-5566159
Email: xxxxx@utm.my, xxxxx@gmail.com

BACK

UTM Official Logo

Full Name

Position / Qualifications

Associate Professor

Aeronautics Laboratory (Aerolab)
Computational Solid Mechanics Laboratory (CSMLab)
Centre for Composites (CfC)

Transportation Research Alliance
Universiti Teknologi Malaysia
81310 UTM Skudai, Johor, Malaysia
Tel: +(6)(07)-5534754  HP: +(6)(019)-7139855
Fax: +(6)(07)-5566159
Email: xxxxx@utm.my, xxxxx@gmail.com

Correspondence Address:
- PTJ’s Current Address
- Office, HP, Fax number
- Official email address

Alternative Correspondence Address:
- PTJ’s Current Address
- Office, HP, Fax number
- Official email address
ONE-SIDED BUSINESS CARD DESIGN

UTM Official Logo

Full Name

Position / Qualifications

PTJ’s Full Name

Faculty of Mechanical Engineering

Associate Professor
Coordinator for MSc (Aero) Program

Department of Aeronautical, Automotive & Ocean Engineering
Faculty of Mechanical Engineering
Universiti Teknologi Malaysia
81310 UTM Skudai, Johor, Malaysia
Tel: +(6)07-5534754  HP: +(6)019-7139855
Fax: +(6)07-5566159
Email: xxxxxx@utm.my, xxxxxxi@gmail.com

Correspondence Address:
- PTJ’s Current Address
- Office, HP, Fax number
- Official email address

http://www.utm.my