



Report of Lost / Damaged Student Identity Card

Applicant Details

English Name	:	_____	Chinese Name	:	_____
Identity Card / Passport No	:	_____	Student ID No	:	_____
Course Enrolled	:	_____			
Contact Number	:	_____			
Student Email Address	:	_____			

☐ **Card Lost**

(If the lost card is found afterwards, you should inform Student Affairs Office and return the card for cancellation as soon as possible. A student is not permitted to retain two identity cards at the same time)

☐ **Card Damaged**

Explained how your student identity card was lost/ damaged. In case of card damaged, please hand in the damaged card.

Signature of Student

Date

Received by:

Notes:

- 1- A student who has lost their ID must pay **RM30.00**.
- 2- For payment, please proceed to the **Finance office at A3-711**. Afterward, kindly go to **Student Affairs at B1-107** with the receipt for further processing. Alternatively, you may transfer the payment online to the account details provided below. Afterward, please email the Finance Office at **finance@xmu.edu.my** and CC the Student Affairs office at **studentaffairs@xmu.edu.my**.

Payment through online fund transfer :

Beneficiary's Bank Name:	Malayan Banking Berhad
Beneficiary's Name:	XMU JIAGENG EDUCATION DEVELOPMENT SDN BHD
Bank Address:	Lot L3-1, KLIA 2, 64000 Sepang, Selangor.
Swift Code:	MBBEMYKL
Bank Account No:	5624-3250-5328