**PAYMENT METHODS**

# UPM Payment Gateway (Online payment)

Please indicate **MICOLLAC2020** in the details box provided.

# Electronic Bank Transfer

For **international and local presenters and participants**, you can make payment through Electronic Fund Transfer (EFT) or bank wire. Kindly make your EFT payable to **Kira-kira AM UPM**. Payment details are as follows:

|  |  |  |
| --- | --- | --- |
| Bank Name | : | CIMB Bank Berhad |
| Account name | : | Kira-Kira Am UPM |
| Account number | : | 8002151963 |
| Bank address | : | CIMB Cawangan Serdang Perdana, Ground Floor & Mezzanine,  No. 33, Jalan SP2/1,  Taman Serdang Perdana,  43300 Seri Kembangan,  Selangor Darul Ehsan. |
| Swift code | : | CIBBMYKL (only for foreign bank transfers) |

**Important Reminder**

Please **email the scanned original proof of payment (as attachment) to micollactreasurer2020@gmail.com** with an indication of **the exact date of payment.**

# 3. Cash

You​ ​can​ ​also ​ pay​ ​the​ ​ presenter’s or participant’s​ ​ fee​ ​ at **UPM** **BURSAR OFFICE,** which is located at **Ground Floor, Canselori Putra Building, UPM**​.​ ​

Please indicate in the receipt that the payment is for **MICOLLAC 2020.**

**Important Reminder**

Please **email the scanned original proof of payment (as attachment) to micollactreasurer2020@gmail.com** with an indication of **the exact date of payment, name as participant or presenter and affiliation.**

# 4. Bank Draft, Cheque or Money Order

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For **local presenters and participants**, you can also make payment via Bank Draft or Money Order, payable to **Bendahari UPM**. We also accept any government Local Order (LO) or Purchase Order (PO), but your LO or PO must be cleared within TWO weeks of the conference. Payment details are as follows:

Beneficiary's name : Kira-kira AM UPM

Beneficiary’s address : Revenue Management Section

Bursar Office, Level 2, Canselori Putra Building,

Universiti Putra Malaysia

43400 Serdang,

Selangor Darul Ehsan, Malaysia

**\*\* We do NOT accept personal cheques.**

We​ also ​​accept​ ​**​cash​ ​**​ **(only in Malaysian​ ​Ringgit)** or **credit card** **payment** for​ ​**walk-in​ ​participants**​ ​during​ ​the​ ​conference.

Presenters must **complete registration** and **make payment** **by 31 May 2020.**

**Please note that participants are responsible for all bank charges.**

* Please remit only RM or USD as per your registration status and indicate MICOLLAC 2020 under payment remarks.
* Payment via Bank Drafts, Cheques, Bank Wire Transfer and TT are subjected to bank charges.
* All bank charges should be borne by the remitting party. (If this is not adhered to, you will be billed for any incurred additional charges on the registration day).

**IMPORTANT NOTICE OF WITHDRAWAL:**

Any withdrawal of paper presentation and request for refund will not be entertained after registration and payment has been made.