



Ref.No : GUC/HEP/0217/002

Date : 17/02/2022

TO : ALL STUDENT

PARCELS MANAGEMENT FOR STUDENTS

Administration office and OSC have received a high volume of parcels everyday ever since. Due to this, the administration office is ruling on new procedures of receiving parcels at the Administration Office to reduce the administration burden in receiving and managing those parcels.

Starting from 1 Mac 2022, all parcels will be delivered ONLY at:

Geomatika University College

Parcel Room, OSC, Lot 5-5-6

Wisma Prima Peninsular

Jalan Setiawangsa 11

54200 Kuala Lumpur

For STUDENT, kindly put BOX 2 before "Parcel Room".

E.g:

Ali B. Ahmad

Box 2, Parcel Room, OSC Lot 5-5-6

Wisma Prima Peninsular,

Jalan Setiawangsa 11,

54200 Kuala Lumpur

All parcels must be delivered in the manner of "Self-service" including picking-up your own parcels. Please use the parcel tracking system provided by your sender to track your parcels.

Geomatika administration staff / OSC counter staff would not entertain any inquiries in regards to parcels. Also note, the administration would not be responsible if there is any loss of the parcels.

Your attention is highly appreciated.

Thank you.

**DIVISION OF STUDENT AFFAIRS
GEOMATIKA UNIVERSITY COLLEGE**