Steps to email your proof of payment to us:

Attach the following in the email:

1. Print screen of successful transaction page or scanned bank-in slip
   a. Name your saved photo/print screen/scanned document as your FULL NAME (e.g. Ahmad bin Abdullah)
   b. Format: JPEG, PNG or BMP format
2. Parent/Guardian Consent Form
   a. Name your saved photo as PGCF - your FULL NAME (e.g. PGCF – Ahmad bin Abdullah)
   b. Format: JPEG, PNG or BMP format

Name the subject of your email as your FULL NAME – Category Participated (e.g. Ahmad bin Abdullah – Men’s 5km)

In the email content, state these four details in numbered sequence:

1. Full name (e.g. Ahmad bin Abdullah)
2. Student ID (for UCSI students only) (e.g. 1001xxxxxx)
3. Identity Card Number (e.g. xxxxxx-xx-xxxx)
4. Category (e.g. Men’s 5km or Women’s 10km etc.)