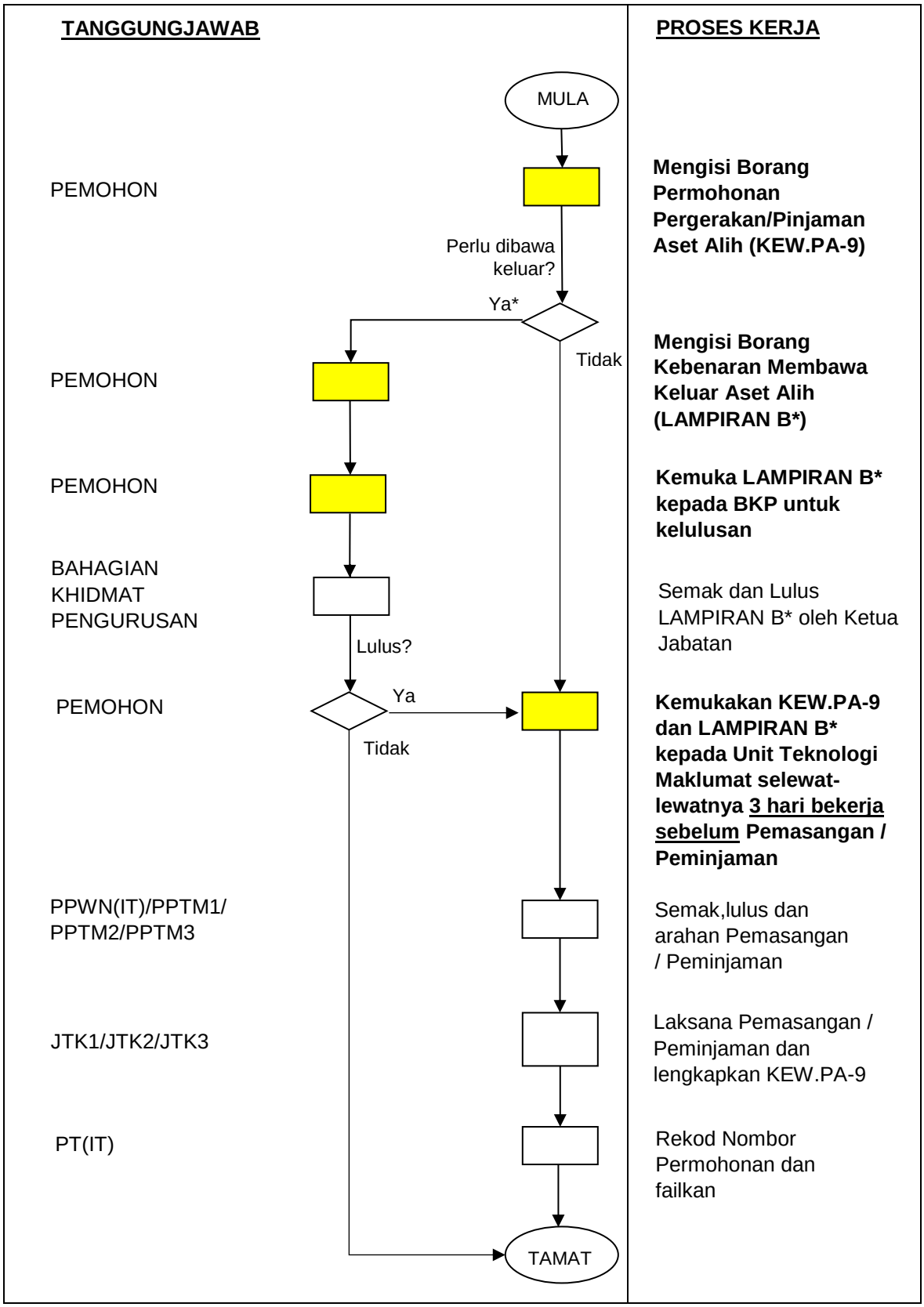TATACARA PERMOHONAN PEMASANGAN / PEMINJAMAN PERKAKASAN ICT