AUDIO VISUAL STUDIO

FACULTY OF MEDICINE | UNIVERSITY OF JAFFNA

STUDIO SERVICES BOOKING & PAYMENT VALIDATION FORM

1. APPLICANT PROFILE DETAILS

Full Name of Applicant / Key Contact Person:	**Designation / Batch & Registration No:**
Faculty / Department / Institute Name:	**Official Academic Email Address:**
Mobile / Contact Phone Number:	**NIC / Passport Number:**
Compiled 16-Digit Payment Reference Number:	**Total Amount Deposited (LKR):**

2. STUDIO SERVICES & FACILITIES REQUIRED (Select all applicable checkboxes)

[ ] Photography

[ ] Photo Editing

[ ] Sound Recording

[ ] Studio Space for Production

[ ] Video Recording

[ ] Video Editing

[ ] Graphic Designing

[ ] Live Streaming (Inside the Studio)

3. LOGISTICS & TIME SCHEDULING

Requested Production Date(s):	**Preferred Start Time:**	**Expected End Time:**
Brief Purpose of Production / Scope of Project Work:		

Please note that all bookings should be made at least 24 hours prior to the event and submitted to the Audio Visual Studio, Faculty of Medicine, University of Jaffna.

4. APPLICANT DECLARATION & OFFICE AUTHORIZATION

I hereby declare that the parameters given above are correct. I agree to comply with the operational directives and equipment safety rules established by the Audio Visual Studio Unit, University of Jaffna. I accept direct financial liability for any structural damage caused to equipment or studio properties due to mishandling.

_____ _____

Signature of Applicant **Date**

Recommendation of Head / Coordinator:
I recommend / do not recommend this booking facility for the above-mentioned purpose.

_____

Head of Department / Clinical Coordinator / Senior Treasurer (for Students)
Date & Official Seal:

FOR OFFICE USE ONLY — VALIDATION & SYSTEM APPROVAL

- **Date Received:** _____ • **Reference Number Code Check:** [ ] Verified / [ ] Pending
- **Studio Allocation Status: [ ] APPROVED [ ] DEFERRED [ ] REJECTED**

Special Technical Requirements / Engineering Notes:

_____

_____ _____

Signature & Seal of Coordinator / AV Head **Date of Final Office Authorization**

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OFFICIAL INSTRUCTIONS & 16-DIGIT PAYMENT REFERENCE METHODOLOGY

A. COMPILING THE MANDATORY 16-DIGIT PAYMENT REFERENCE NUMBER

Every payment must carry a unique 16-digit reference number structured exactly as follows:

`[8-Digit Payee Identifier String] + [8-Digit AV Studio Purpose Code: 23104474]`

- **Faculties / Departments / Institutes:** Locate your specific 8-digit institutional payee code and append the mandatory Audio Visual Studio Unit Code (**23104474**) directly to the end of it.
- **Example:** If your institutional code is 12345678, your final compiled 16-digit payment reference code will be **1234567823104474**.

B. REVENUE CHANNELS & CORE BANK ACCOUNT SPECIFICATIONS

Fees can be deposited via three primary channels using the official central bank credentials below:

Bank Corporation Name:	People's Bank, Sri Lanka
Primary Branch Routing Code:	162 (Jaffna Main Branch)
Swift Clearing Code Identifier:	PSBKLKLX
Beneficiary Account Title:	University of Jaffna
Master Central Account Number:	162-1-003-1-0000891
Required Payment Reference Identifier:	**Your Generated 16-Digit Reference Code (from Section A)**

1. Online Web Portal Payments (Recommended)

- Visit the official University of Jaffna centralized payment portal: **https://pay.jfn.ac.lk/**
- Select the relevant payment category, enter applicant details, and carefully input your **Generated 16-Digit Payment Reference Code** into the reference/remarks field. Complete the transaction securely using any valid Visa, Mastercard, or LANKAPAY Credit/Debit card.

2. Mobile Banking App Payments (e.g., People's Wave, Flash, etc.)

- Log into your preferred bank's mobile application and select **Fund Transfer to Other Bank** (or regular local transfer if using People's Bank account).
- Input the Master Central Account Number (**162-1-003-1-0000891**) and Beneficiary Title (**University of Jaffna**).
- **CRITICAL STEP:** In the **"Remarks", "Reference", "Narration", or "Description"** field of your mobile app, explicitly type out your **Generated 16-Digit Payment Reference Code**. Do not leave this blank, or your payment allocation cannot be verified systemically.

3. Over-the-Counter Bank Deposits

- Present the above account parameters at any physical People's Bank branch counter. Explicitly request the teller to type your **Generated 16-Digit Payment Reference Code** into the deposit network system receipt notation.

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CHARGES FOR UTILIZATION OF THE AUDIO-VISUAL STUDIO WITH SERVICES

Service Category	Available Equipment / Specifications	Price (LKR)
Photography (per 3 hours)	• Sony A7 IV Cameras (x3) • Sony FE 70–200mm f/4 G OSS Lens • Godox V1 Flash Units & Lighting Setup	5,000.00
Video Recording (per 3 hours)	• FEWORLD L2 Plus Video Switcher Production Unit • Viltrox VL-D85T High-Output LED Panels (x2) • Sony A7 IV Cameras (x3) with Tripod Frameworks	15,000.00
Photo Editing (per project / batch)	• Digital Post-Production Suite & Image Retouching • Color Grading Calibration Ecosystem	5,000.00
Video Editing (per 3 hours)	• High-End Editing Station: Intel i9, 32GB RAM, RTX 4060 Ti • MSI Pro MP341CQ 34" Ultrawide Production Monitor	30,000.00
Sound Recording (per 3 hours)	• ESI U168 XT USB Interface & Yamaha MG12XU Mixer • Rode NT2-A Condenser Mics & Headphone Amps • M-Audio BX8 / Logitech Z625 Acoustic Reference Monitors	5,000.00
Graphic Designing (per project / layout)	• Creative Asset Generation, Vector Mastering, Presentation Layout Design Work	15,000.00
Studio Space for Production	• Complete Studio Acoustic Environment Isolation Framework • Accommodates Independent Audio, Video, or Music Capture	6,000.00
Live Streaming from inside Studio (per 3 hours)	• Reconciled Standard Streaming Overhead Rate • Leverages Switcher Frameworks, Multi-Camera Setup & High-Speed Central Encoder Delivery	15,000.00
Studio Utilization Deposit	• Mandatory Security Escrow (Fully Refundable against damages)	10,000.00
Additional Studio Time	• Overtime Extension Charge (Billed flat per additional hour)	5,000.00
Technical Officer Service	• Optional Operational Engineering/Handling Assistance (per 3 hours)	15,000.00
Technical Officer as Facilitator	• Mandatory Baseline Studio Maintenance Oversight Overhead (per 3 hours)	5,000.00

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