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|  | **MANAGEMENT SERVICES DIVISION** |

**APPLICATION FORM**

**IIUM STAFF KHAIRAT FUND**

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| **Part A: STAFF PARTICULARS**Name : Staff No : Designation : Kulliyyah/Centre/Division : Ext: .………………… H/P : ……….…….……Category : Professional & Management Group/// Support GroupMarital Status : Single / Married / Widow / Widower / DivorceeNext of Kin : Name :………………………..…… Contact No.: …………... |

**PART B : REASON FOR APPLICATION**

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| Please tick (√) where appropriate 1. Birth of: a) Son b) Daughter  Date delivered: …………………….……..2. Death of: a) Staff/spouse b) Father/Mother c) Son/daughter ***(including death of baby upon***  ***delivery at week 22 and above)***Date of Death :……………………………..3. Educationa) Children’s excellent results in exam1. UPSR**(5As)**
2. PSRA**(5 Mumtazs)**
3. PT3 **(at least 5AS)**
4. SPM **(at least 6As, i.e:**

**`O’ Level (5As) or equivalent**1. STPM/ Matriculation (minimum

 **3.5 CGPA) / STAM (Mumtaz) /**  **`A’ Level (3As) or equivalent**b) Children’s of ***support staff***  admission to higher learning institution recognized by Malaysian  Government (**Matriculation/Diploma/**  **Degree- once per children only)**c) Administrative and Technical staff completed **Diploma/Bachelor Degree/ Master/PhD** | 4. Hospitalised/warded/sickness/ critical illness 1. Bill paid by IIUM
2. Bill paid by staff

Amount paid : RM………………………..1. Critical illness/severe injuries

due to accident5. Fire/Theft /Robbery/Accident/ Natural Disaster (Landslide, Flash Flood, Hurricanes) Total lost : RM……………………………….6. Retirement ***(minimum 10 years as member of SKF)*** 7. Hajj ***(once only)***8. Disable Child ***(once only)***9. Marriage ***(once only)******Note:**** ***Relevant documents must be attached with the application form, i.e birth / death certificate, OKU card, police / medical reports, medical bills etc.***
* ***For death of father/mother, birth certificate of the staff must be attached.***
* ***For death of spouse, marital certificate must be attached.***
* ***Personal details must also be updated in HRMS self-service***
* ***The original documents or certified copy by any of IIUM’s officers must be produced for verification purposes.***
* ***Incomplete document shall not be entertained.***
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| **Part C: DECLARATION**I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(full name) hereby declared that all the information given herein is true. I have also updated relevant information in the HURIS.Signature : …………………………………….Date : …………………………………….. |

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| **For Secretariat’s use only****Part D: CONTRIBUTION DETAILS** - Amount of Monthly Contribution to IIUM SKF : RM ……………………. - Member of IIUM SKF since : ………………… (month/year) **Part E : RECOMMENDATION AND APPROVAL**(i) I certify that the above information is correct(ii) The staff is eligible / not eligible for the said assistanceReason(s) for ineligibility ………………………………………………………………………………(iii) The amount for IIUM SKF assistance : RM …..………….**Recommended by:**Signature :Name : ………………………………………Designation : ………………………………………Date : ………………………………………**Approved by:**Approved : Amount Approved: RM …………… Rejected : Signature :Name : Designation : Date : |

Kindly submit form to: Secretariat IIUM Staff Khairat Fund

 Employee Benefits and HR Relations Unit

 Management Services Division

 International Islamic University Malaysia

 Tel: 2418/ 4978 / 3982 Fax : 4997