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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 Group  Marital Status : Single / Married / Widow / Widower / Divorcee  Next 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. Education  a) Children’s excellent results in exam   1. 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 accident  5. 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 assistance  Reason(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