



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي سِيْتِي إِسْلَامِيَّةً أَبْتَارًا يَغْنِيًا مِلِّيْسِيَا

MANAGEMENT SERVICES DIVISION

MOVING TO A NEW HOUSE ALLOWANCE CLAIM FORM

DETAILS OF STAFF				
Name (Capital Letters) :				
Identification card no. / Staff no. :				
Grade :		Position :		
Category :		Department :		
Income (RM)	Salary	: RM	Marital status :	
	Allowances	: RM		Single <input type="checkbox"/>
	Total	: RM		Married <input type="checkbox"/>
INFORMATION ON MOVING TO A NEW HOUSE				
Date of Moving to the New House :				
Old House Address :		New House Address :		
RATE OF PAYMENT				
For the abovementioned purpose, I am eligible to claim for the fixed payment according to the rates as stipulated in Appendix A amounting RM _____				
CERTIFICATION BY THE STAFF				
I admit that:				
(a) The date of moving to the new house is true;				
(b) This claim is made according to the rate and condition as stated in the currently enforced regulation for an Officer who moved to a new house				
(c) Details as declared above are true and I am responsible for them				
Date : _____		Signature : _____		
CONFIRMATION BY THE HEAD OF DEPARTMENT				
Signature : _____				
Name : _____		Official Stamp : _____		
Position : _____		Date : _____		

RULES AND REGULATIONS FOR MOVING TO A NEW HOUSE ALLOWANCE

1. The rules and regulations pertaining to Moving To A New House Allowance are adopted from the Government Treasury Circular No. 4 Year 1995 which took effect on 1st May 1995.
2. In the said circular, the following are the conditions which have to be fulfilled by a staff member who is claiming for the abovementioned allowance:-
 - 2.1 All claimants must fill in Lampiran B-2 form as provided under clause 4.2.1 of the circular. **The Head of Department must certify** on the claim by signing the form.
 - 2.2 Clause 4.1.2 stated that the house **must be bought under Government Loan Scheme i.e. IIUM Housing Loan.**
 - 2.3 According to Clause 4.2.2, the staff member **must stay in the new house.**
 - 2.4 Clause 4.2.5 stated that staff member's application for the allowance **must be received within three (3) months from the date of moving to the new house.**

Rates of payment of the allowance are as attached in Appendix A which is an extract of the Treasury Circular WP 1.2/2013.

Appendix A

GRADE	PENINSULAR MALAYSIA		SABAH & SARAWAK (INCLUSIVED LABUAN)	
	SINGLE	MARRIED	SINGLE	MARRIED
Special Grade A and above	740.00	2,136.00	996.00	2,943.00
Special Grade B and C	612.00	1,699.00	828.00	2,303.00
Grade 53 and 54	612.00	1,699.00	828.00	2,303.00
Grade 45 until 52	528.00	1,378.00	723.00	1,882.00
Grade 43 and 44	464.00	1,159.00	659.00	1,667.00
Grade 41 and 42	420.00	1,042.00	596.00	1,444.00
Grade 31 until 40	377.00	924.00	487.00	1,202.00
Grade 27 until 30	337.00	826.00	464.00	1,105.00
Grade 21 until 26	299.00	739.00	407.00	1,007.00
Grade 17 until 20	278.00	671.00	365.00	899.00
Grade13 until 16	251.00	601.00	325.00	806.00
Grade 1 until 12	212.00	503.00	286.00	704.00