



**OFFICE OF DEPUTY RECTOR  
 (STUDENT DEVELOPMENT & COMMUNITY ENGAGEMENT)  
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**APPROVAL FOR BANNER/ BUNTING/ POSTER**  
*(For students' programmes only)*

**SECTION A : TO BE FILLED BY THE STUDENT**

Name of the Programme : \_\_\_\_\_ Date : \_\_\_\_\_  
 Name of student in-charge : \_\_\_\_\_ Matric No.: \_\_\_\_\_  
 Contact No. : \_\_\_\_\_ Club: \_\_\_\_\_ Position : \_\_\_\_\_  
 Signature and Date : \_\_\_\_\_

**LOCATION ( PLEASE TICK / )**

Main Entrance	<input type="checkbox"/>	KAED/Engine	<input type="checkbox"/>
Female Sports Complex	<input type="checkbox"/>	Mosque	<input type="checkbox"/>
Male Sports Complex	<input type="checkbox"/>	Others _____	<input type="checkbox"/>

*(Please attach the proposed wordings)*

**SECTION B : FOR OFFICIAL USE**

**1. ENDORSEMENT BY OFFICER IN-CHARGE:**

Signature and stamp: \_\_\_\_\_ Date : \_\_\_\_\_

CHECKLIST	YES	NO
Contents		
Grammar		

**2. APPROVAL BY RELEVANT AUTHORITY**

Remarks : \_\_\_\_\_

Duration approved : From \_\_\_\_\_ To : \_\_\_\_\_

Signature and stamp : \_\_\_\_\_ Date : \_\_\_\_\_

CHECKLIST	YES	NO
Size		
Contents		
Approval letter		
Sample of banner attached		
Date of programme		

**GUIDELINES :**

- Fill up the form accordingly and attach the Approval Letter of the Programme.
- Please attach the sample of the proposed banner with its wordings.
- The **maximum** size of a banner is 4' X 12'.
- The size of poster is either A3 or A4.
- The wordings must be in English or Arabic. You are encouraged to check the grammar with IWON or English Lab.
- All notices/ banners/ posters/ buntings must have the sticker provided by STADD.
- All notices/ banners/ posters/buntings must be put at the places approved by the authority and notice boards only.